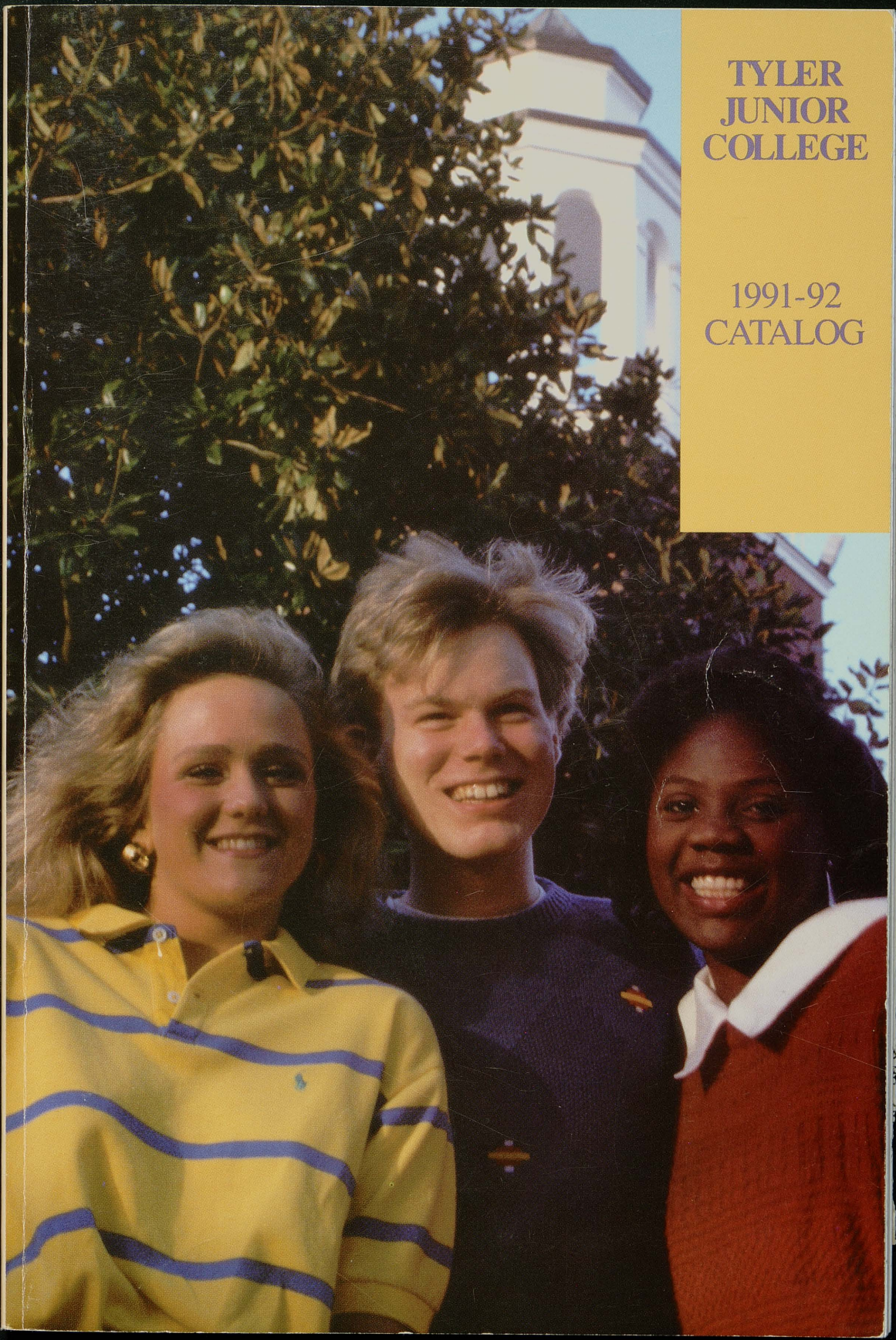

TYLER JUNIOR COLLEGE

1991-92 CATALOG

Tyler Junior College

Catalog 1991-92

Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

"Our students will face some very challenging work environments in the 21st Century. I like to think that the preparation they receive here at Tyler Junior College will enable them to meet these challenges successfully."

Sharon Cathcart

Instructor/Director, Business/Management, Fashion Merchandising and Retailing, Postal Management

B.B.A., University of Houston
M.B.A., University of Texas at Tyler
CPA, State of Texas

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Where to Write or Call

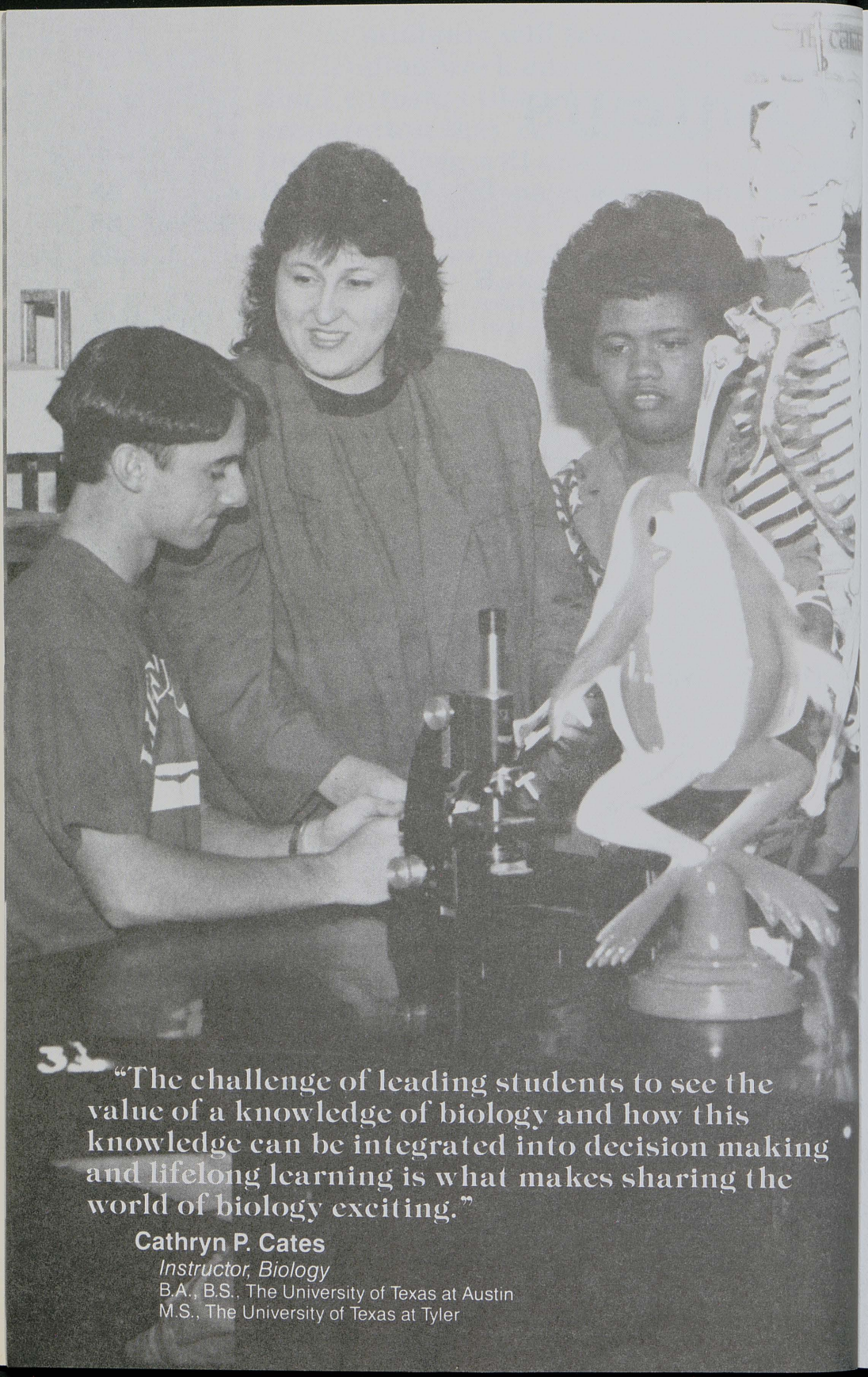
For more information concerning specific aspects of the College, contact the admissions office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Telephone: 903-510-2523
903-510-2398

Cover

TJC students (from left) Holly McGaughey, Whitehouse High School, 1990 graduate; Bruce Gimble, Lindale High School, 1989 graduate; and Kim Hardie, John Tyler High School, 1990 graduate.



"The challenge of leading students to see the value of a knowledge of biology and how this knowledge can be integrated into decision making and lifelong learning is what makes sharing the world of biology exciting."

Cathryn P. Cates

Instructor, Biology

B.A., B.S., The University of Texas at Austin

M.S., The University of Texas at Tyler

Who Governs Us

Board of Trustees

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Earl C. Andrews

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Second Vice President
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How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

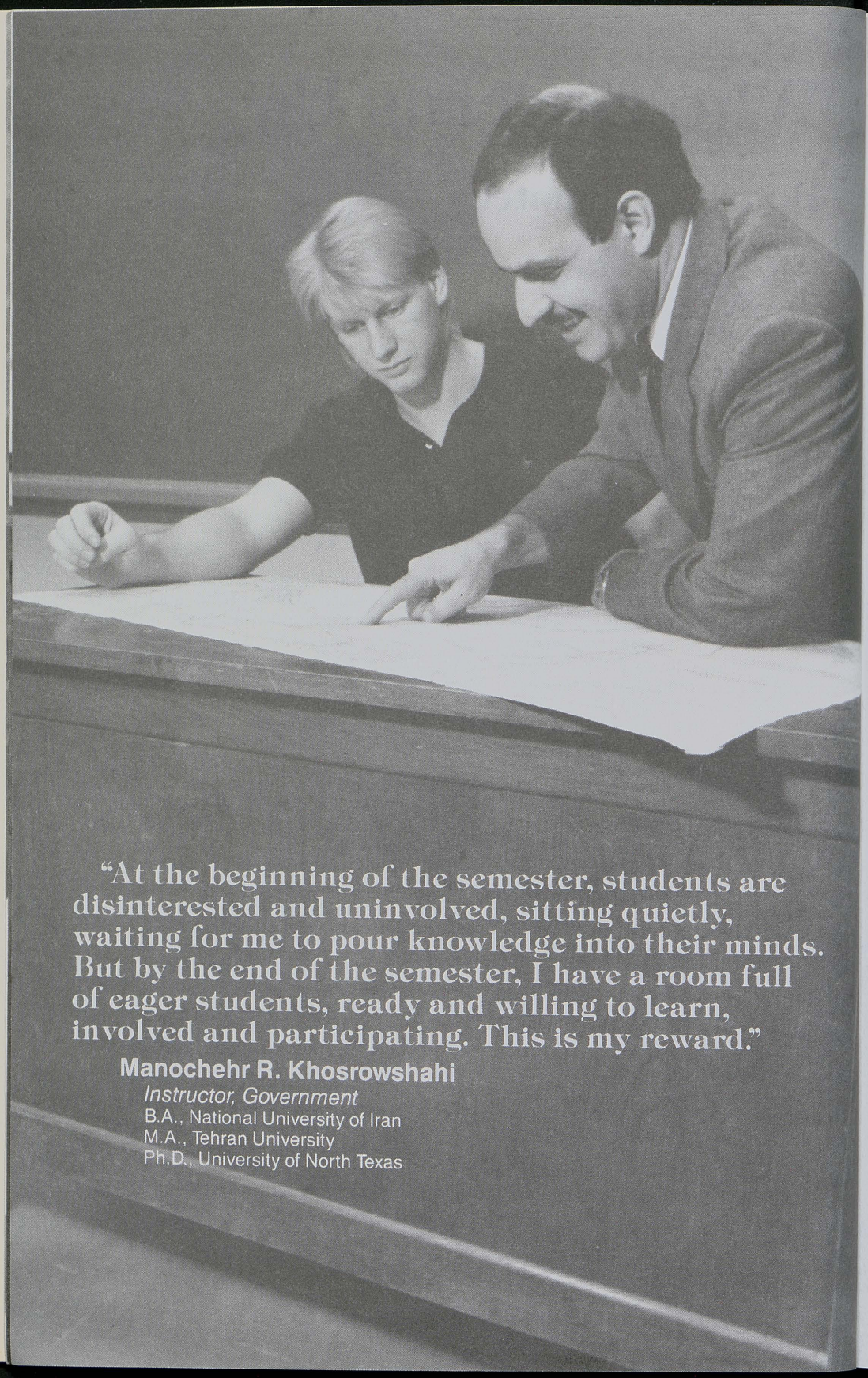
However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued $500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created, gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD*, and Winona ISD.

Today, after 65 years Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,100 full- and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

**Portions are not in TJC District.*



"At the beginning of the semester, students are disinterested and uninvolved, sitting quietly, waiting for me to pour knowledge into their minds. But by the end of the semester, I have a room full of eager students, ready and willing to learn, involved and participating. This is my reward."

Manochehr R. Khosrowshahi
Instructor, Government
B.A., National University of Iran
M.A., Tehran University
Ph.D., University of North Texas

What We Are

Statement of Purpose

The primary purpose of Tyler Junior College is to provide quality education at minimal cost to students varying in interests, aptitudes, talents, needs and goals. The College offers equal opportunity to all students meeting admissions requirements. Specific objectives include:

Educational

To provide two years of fully transferable college credit courses in the arts and sciences and the various pre-professional fields of study.

To provide one- and two-year technical programs for students seeking occupational competency as technical personnel in industry, business, government or as owner-operators of their own establishments.

To provide one- and two-year programs in para-medical and other health professions to train students to meet the needs for personnel in the health-related services of the community.

To provide continuing education programs for employed adults who need additional training or re-training in order to increase occupational competency or for business, industry, labor, government and professional groups needing to supplement their own training and development programs.

To provide community services programs for individuals and groups seeking to enhance their quality of life through personal growth and enjoyment.

To provide a developmental education program to meet the needs of underprepared students by offering courses and services designed to develop competencies needed in pursuing a higher education.

Cultural

To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations, by offering elective and adult education courses that stimulate interest in the arts and by encouraging students to participate in cultural activities.

Social

To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at conveniently located student lounges and by offering a well-planned, diversified program of extracurricular activities, developed and implemented by both the student body and the faculty.

Civic

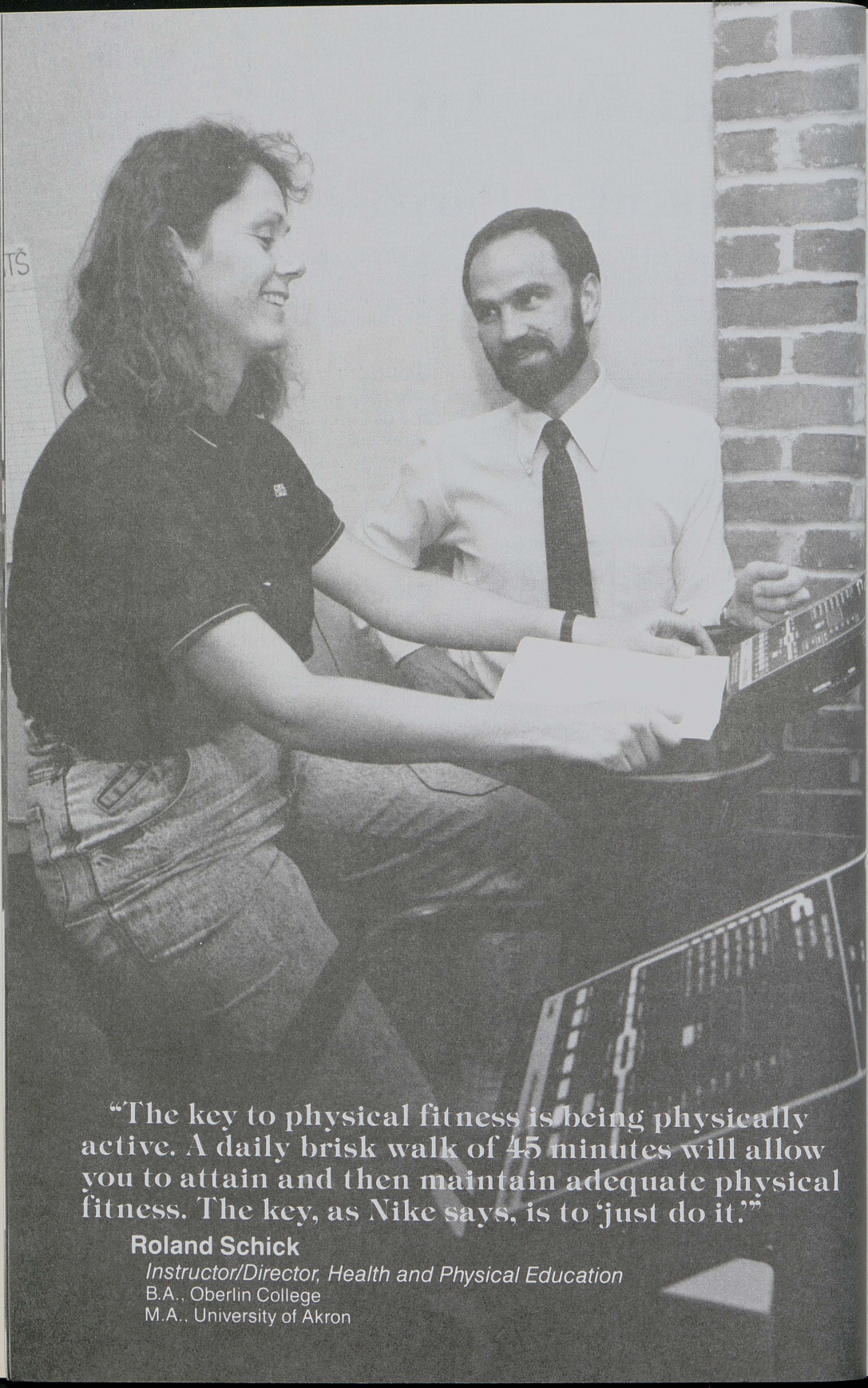
To sponsor effective student government in order to create in each student an intelligent interest in the governmental processes and to prepare him or her for responsible citizenship. The community is also encouraged to use the facilities of the College.

Physical

To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health and to stimulate interest in recreation and good sportsmanship.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts degree, the associate in applied science degree and certificates of proficiency.



"The key to physical fitness is being physically active. A daily brisk walk of 45 minutes will allow you to attain and then maintain adequate physical fitness. The key, as Nike says, is to 'just do it.'"

Roland Schick

Instructor/Director, Health and Physical Education
B.A., Oberlin College
M.A., University of Akron

What We Look Like

Buildings and Facilities

Tyler Junior College stands on a 73-acre campus, dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

The Robert M. and Louise H. Rogers Student Center houses the College bookstore, dean of students office, student activities office, residential life office, counseling services, recreational facilities, a multi-purpose meeting room, lounges, College dining hall and health services.

H.E. Jenkins Hall houses academic classes, the offices of the administration, admissions and business. **Potter Hall** is also used for classrooms and offices.

Students with interests in the arts and sciences will most likely make use of four buildings. **The Aleck Genecov Science and Arts Building** provides facilities for lab sciences, art classes and offices. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama, in addition to offices, classrooms, practice rooms and performance facilities. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully-equipped greenhouse conservatory with a reception area and also includes classrooms and offices.

The Regional Training and Development Complex (RTDC), the home of continuing education, the Small Business Development Center and the Tyler Area Business Incubator, is a 84,000-square-foot facility which provides quick start-up, fast turnaround, low cost training programs for business and industry. The complex is located at 1530 S SW Loop 323, Tyler.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 80,000 volumes, a complete media center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses.

Both **Wagstaff Gymnasium** and the **Health and Physical Education Center** provide recreational facilities. **Wagstaff Gym** provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The Health and Physical Education Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time coordinators to provide student development activities and operational supervision. **Bateman Hall** houses 150 students, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Lewis, Vaughn** and **West Hall** board about 50 students each. All the halls, except Bateman and Hudnall, have external courtyards.

Financial aid office is located temporarily in the **Administrative Annex**, pending completion of the **Administrative Service Center.** Also located on the campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately-funded contemporary museum.

"I think of my students as little messengers of health. I drop a little pebble in the water, and my students are the waves which spread out as they correctly perform the skills I've taught."

Patricia Jane Cryer

Instructor, Vocational Nurse Education

B.S.N., M.S., The University of Texas at Tyler

What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file. **No student will be permitted to re-enroll until admission requirements have been met.** Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

Selected Admissions—Health Sciences

Admission to Tyler Junior College does not guarantee admission to a specific allied health program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. Some programs require ACT or College Board (SAT) scores and, unless the applicant is exempt, a passing score on the TASP examination. Application for program admission should be made directly with the program director as early as possible in advance of the fall semester.

Programs which require separate application include associate degree nursing, dental hygiene, diagnostic medical sonography, emergency medical technology, medical laboratory technician, radiologic technology, respiratory therapy and vocational nursing.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students ". . . who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all ". . . full-time and part-time freshmen enrolled in a certificate or degree program . . .," any non-degree student prior to the "accumulation of nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions:

a. Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
b. Student who is going into a certificate program with less than 9 semester hours of general education requirements.
c. Students who have had local placement tests may obtain up to 15 semester hours credit before having to take the TASP test.

Required Remediation:

A student who fails one or more sections of the TASP Test, or who scores below the state's minimum standard on a placement test, must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed. A student who is required to be in a remedial program may not withdraw from all remediation and continue in college.

Immunization

The Texas Department of Health has statutory requirements for immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All new students and/or transfer students will be required to provide documentation concerning their immunization. Provisional enrollment may be available for one semester.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

1. High School Graduate

An official high school transcript showing date of graduation, and passing of TEAMS or TAAS test for those subject to these tests. Students whose transcripts do not show successful passing of the TEAMS or TAAS test must have special approval, based upon placement tests.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

3. Admission of Transfer Students

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 27 for more information.)

A student seeking to transfer to Tyler Junior College must:

a. Present a transcript from the last college or university attended. Students who wish to apply for a degree or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.

b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.

c. Students on academic suspension will not be considered for admission until their suspension term has been met. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions

a. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.

b. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.

c. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials, hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

5. International Students

The following requirements apply to international students:

Immigrant and refugee students—Students must submit verification of immigrant card or I-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A-L issued by Immigration and Naturalization Service:

a. Application and all documents should be on file at least 60 days prior to registration.

b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original

copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.

c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.

d. Proof of English proficiency. Furnish one of the following:
   (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
   (2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.
   (3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.

e. Immunization requirements for international students (immigrant, refugee and non-immigrant alien).
   (1.) Freedom from infectious tuberculosis should be ascertained by:
      (a) Tuberculin test (5 T.U. PPD, Mantoux technique) required within six months prior to admission.
      (b) Posterior/anterior chest x-ray is required prior to admission if tuberculin test had a positive reaction.
   (2.) Types of immunizations:
      (a) Diphtheria (within 10 years)
      (b) Tetanus (within 10 years)
      (c) Poliomyelitis (Types I, II & III)
      (d) Mumps
      (e) Measles
      (f) Rubella

f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form I-134).

g. Proof of hospital and accident policy to cover hospitalization is required.

h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

6. Admission Test Scores Requirement

All freshman students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for counseling.

Beginning students will be required to take placement tests in Writing, Mathematics and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting Tyler Junior College counseling services.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College testing center or from high school or college counselors or registrars.

It is recommended that transfer students with less than 15 semester hours of credit submit scores from either the American College Testing Program or the College Board. Placement tests may be required.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

See TASP requirement on page 11.

7. Credit for courses in which a passing grade has been earned may be transferred to Tyler Junior College from colleges and universities accredited through one of the following regional associations:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools

Southern Association of Colleges and Schools/Commission on Colleges

Southern Association of Colleges and Schools/Commission on Occupational Education Institutions

Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admission office staff, as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan must be an approved aid program with the financial aid office. A registration fee of $10 will be charged to all students. An additional fee of $10 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of $15 will be charged for all returned checks. If the check was presented in payment of tuition and fees, the return will also result in a $10 late registration fee.

A fee of $5 will be charged each time a student changes his or her schedule after registration.

Residents of the TJC District

Tuition: $12 per semester hour with a minimum total tuition charge of $25.

Student service fee: $3 per semester hour

Texas Residents from outside of the TJC District

Tuition: $12 per semester hour with a minimum total tuition charge of $25.

Surcharge fee: $10 per semester hour.

Student service fee: $3 per semester hour

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months as a non-student is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides in property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependent who own property and reside in property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), *Texas Education Code*].

A person (or dependents) requesting such a waiver shall verify property ownership with the admissions office at the time of registration.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-residential students according

to the definition provided by the statutes of the State of Texas are charged a special non-resident tuition rate.

Tuition: $25 per semester hour with a minimum total tuition charge of $200.

Surcharge fee: $10 per semester hour.

Student service fee: $3 per semester hour

Student Service and Special Fees

Student Service Fee

All students are subject to a $3/hour charge to cover the cost of student services. This fee may not exceed $90 in one semester or summer session.

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Special Fees

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of $15 for laboratory courses in which supplies are required.
2. A fee of $15 is paid by students at the time of graduation.
3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	$50	$75
Voice	50	75
Violin, Violoncello	50	75
Guitar	50	75
Woodwind Instrument	50	75
Brass Instrument	50	75

Practice Room (four hours per week $4

4. A posting fee of $25 is paid by students in the following situations:
   a. Credit by examination
   b. Credit for life experience

Tyler Junior College Refund Policy

Complete Withdrawal:

Refund payments will be mailed to the student's permanent address as listed in the registrar's office approximately 4-6 weeks after the end of the refund period applicable. Late registration, registration and change fees are non-refundable.

Fall and Spring Semesters

Prior to the first class day 100%
During the first five class days 80%
During the second five class days 70%
During the third five class days 50%
During the fourth five class days 25%
After the fourth five class days . . . . . None

Summer Semesters/Minimesters

Prior to the first class day 100%
During the first, second or third class day . 80%
During the fourth, fifth or sixth class day . . . 50%
After the sixth class day . . . . . None

Reduction in semester hours:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

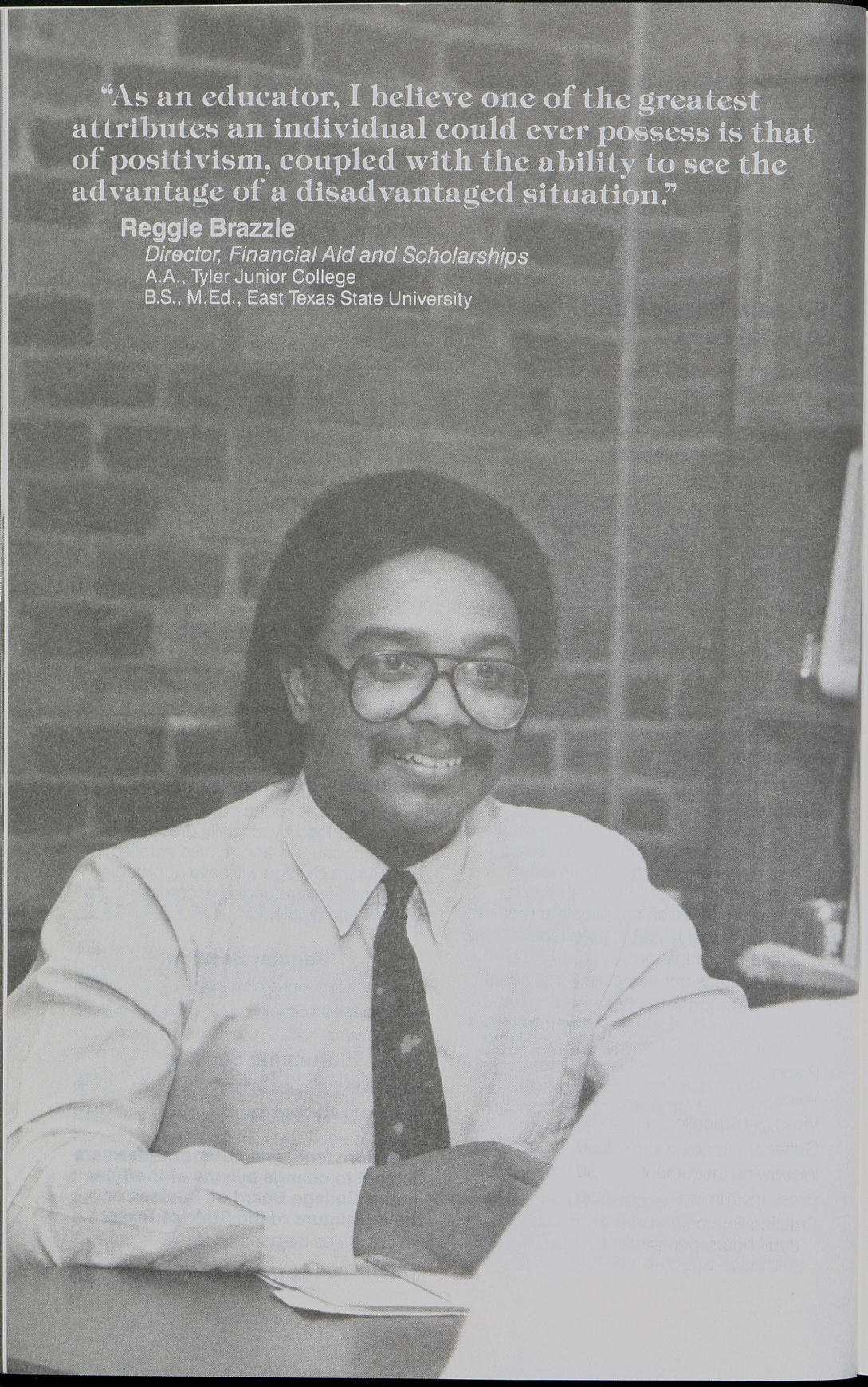
Regular Session

During the first twelve class days 100%
After the twelfth class day . . . . . None

Summer Session

During the first four class days 100%
After the fourth class day . . . . . None

Tuition, fees, and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.



"As an educator, I believe one of the greatest attributes an individual could ever possess is that of positivism, coupled with the ability to see the advantage of a disadvantaged situation."

Reggie Brazzle

Director, Financial Aid and Scholarships

A.A., Tyler Junior College

B.S., M.Ed., East Texas State University

How We Help You

Financial Aid

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **To apply for financial aid, each year a student must complete the Application for Federal Student Aid (AFSA).** This application takes 4-6 weeks to process.

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their file with the office of student financial aid and scholarships by the dates recommended below:

Fall Semester—June 1

Spring Semester—November 1

Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books, or room and board charges will be disbursed to the student approximately 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, born before January 1, 1968, orphaned or a ward of the Court, a veteran of the U.S. armed forces, or has legal dependents other than a spouse **may** be considered self supporting. An affidavit of independence signed by the student and his or her parents or guardian must be submitted in addition to the other required application materials.

All applicants who have attended other colleges or universities are required to submit a Financial Aid Transcript (FAT) whether or not financial aid was applied for or received at the other institution.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan), students must be enrolled in a degree or certificate program for a least six credit hours. Students who attend only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Some of the scholarships, grants, loans, and job opportunities available to students are outlined in the following paragraphs. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

Scholarships

Presidential Scholarships

Presidential Scholarships of $2,000 per year or $4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and rank in the first 10 percent of their graduating high school classes. The College currently has 48 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the director of student financial aid and scholarships by March 15. Applications for the scholarship are available through high school counselors.

To maintain the scholarship, a 3.5 cumulative grade point average and full-time (12 hours) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

Presidential Scholarships
Mattie Alice Scroggin Baker
Earnestine and David E. Berlin
S.W. Brookshire
Sarah Butler
Frank and Margaret Canavaggio
Dorothy and Jimmie Cheatham
Mary Martha Fair
Mary Martha Fair
"Rusty" Ingram Fletcher
June S. Flock
Mrs. A.S. Genecov
Brady P. Gentry
Elizabeth S. Gugenheim
William L. and Minnie Lou Herrington
Dulse Lux Hudnall
Jeanne and Phil Hurwitz
Dr. Harry E. Jenkins
J.W. Johnston
St. Clair F. Luzzi
Red Little
Red Little in Journalism
Anne and Isadore Mayerson
McLarty-Childress
Josephine and Dan Needham
Daniel A. Needham in Engineering
El Freda Taylor Pirtle Memorial
George W. Pirtle Memorial
Joyce and Bill Pirtle
Emma Lou Prater
Dr. Blanche Prejean
Louise H. Rogers
Robert M. Rogers
Pauline Heffler Roosth
Dorothy and Thomas H. Shelby, Jr.
Smith County Medical Society Auxiliary
Florence and Marcus L. Strum
Tyler Clearing House Association
Bonna Bess and Jim Vaughn
Floyd Wagstaff
Dorothy Fay and Jack White
Dorothy Fay and Jack White
Dorothy Fay and Jack White in the Fine Arts
Rev. J.E. White and Minnie Gentry White
Mastin Gentry White
Mabel Williams
Gertrude Buckley Windsor
Royce E. Wisenbaker
Mrs. Royce E. "Petey" Wisenbaker

Dean's Scholarships

Dean's Scholarships of $1,000 per year or $2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours) enrollment must be maintained. Applications for the scholarship are available through high school counselors.

Dean's Scholarships
Brady P. Gentry (5 scholarships)
Mr. and Mrs. A.W. Riter, Jr.
Mr. and Mrs. A.W. Riter, Jr, Junior Leadership
Dorothy Fay White and J.E. White (3 scholarships)
Mabel Williams

Valedictorian's Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are eligible for a freshman-year tuition and fees. A letter or certificate of verification from the student's high school principal must be presented.

College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic tuition performance grants are awarded in football, men's and women's basketball, men's and women's tennis, and soccer.

Performance Scholarships

Members of certain performing organizations are awarded tuition scholarships. These groups include the Apache Belles and Belle Guards, Apache Band, cheerleaders, Harmony and Understanding, Madrigal Singers, student government, and speech and theatre.

Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the office of student financial aid and scholarships.

Paul and Jacqueline Adams Art Scholarship
Advance Class Scholarship/Glenwood Methodist Church
American Association of University Women Scholarship
American Business Women's Association, Rose Chapter, Scholarship
American Business Women's Association, Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
Dr. R.E.G. Baldwin Nursing Scholarship
Brookshire Agricultural Scholarship
Wood T. Brookshire Memorial Scholarships
Claud Brown Scholarships for Handicapped Individuals
Buford Television, Inc. Employee's Scholarship
Dr. Jean Speller Browne Scholarship
T.B. Butler Newswriting Award
T.B. Butler Publishing Company Scholarship
T.B. Butler Publishing Company Key and Internship
B.G. Byars Scholarships
D.K. Caldwell Scholarship
Russell Cantwell Scholarship
Cedars of Lebanon Club Scholarship
Charles L. Childers Endowed Scholarship
Dr. H.R. Coats Nursing Scholarship
Community Hospital Auxiliary Scholarship
Criterion Study Club Scholarship
Wilton J. Daniel Endowed Scholarship
Daniel B. Deupree Foundation Scholarship
Downtowner's Business and Professional Women's Club Scholarship
East Texas Chapter of Links Art Competition Award
East Texas Golden Gloves Association Scholarship
East Texas Petroleum Wives Scholarship
East Texas Respiratory Seminar Scholarship
East Texas Cattle-ettes Scholarship
Educational Support Staff Association of Tyler Junior College Scholarship
R.W. Fair Foundation Scholarships
Faulconer Academic Incentive Awards for Minority Students
Paul and Sylvia Golenternek Forchheimer Scholarship
I.L. Friedman Scholarship
Mrs. D.K. "Lottie" Caldwell Alfred E. Gilliam Apache Belle Scholarship
Mary John and Ralph Spence Alfred E. Gilliam Apache Belle Scholarship
Goar Scholarship Fund
Cecilia Golenternek Goldstucker, Phillip and Hyman Golenternek Memorial Scholarship
Dr. and Mrs. Dan Golenternek Scholarship
Dr. and Mrs. Joe Golenternek Scholarship
Isadore Golenternek Scholarship
Leo Golenternek Memorial Scholarships
Sarah H. and Alexander Golenternek Memorial Scholarship
Averille Greenhaw Home Economics Scholarship
Mrs. Etta Golenternek Gross Memorial Scholarship

Raymond Hedge, Sr. Memorial Scholarship
J.C. Henderson Memorial Scholarship
Dr. Winifred Golenternek Heringhi Memorial Scholarship
Elizabeth S. Gugenheim Nursing Scholarship
Simon and Louise Henderson Foundation Endowed Scholarship
Marguerite Hercules Scholarships
E. Fred Herschbach German Language Award
Houston Livestock Show Association Scholarships
Howe-Baker Engineers, Inc. Scholarship
David K. "Cokie" Hughes Memorial Scholarship
Independent Insurance Agents of Tyler Scholarship
Insurance Women of Tyler Scholarship
Dr. H.E. Jenkins Memorial Scholarship
Dr. Wiley Jenkins Scholarship
Lillie Jiles Scholarships
Dr. Earl Kinzie Scholarships-LVN
Margaret Kinzie Scholarships-RN
Rick Kinsey Electronics Award
Levy Estate Scholarship
Robin Lindsey Memorial Scholarship
Littera Club Scholarship
E.B. Long Memorial Scholarship
Leota Martin Memorial Scholarship
Bruce McMillan, Jr. Foundation Scholarships
Charles T. May Memorial Scholarship
John Nash Scholarship
Phi Delta Kappa (Rose City Chapter) Scholarship
Tyler Pi Beta Phi Alumni Club Scholarships
Pilot Club Scholarship
P.C. Pinkerton Memorial Scholarship
George W. Pirtle Memorial Scholarship
Pirtle Scholarship in Science and Engineering
George W. Pirtle Technology Scholarships
El Freda Taylor Pirtle Scholarships
J.C. and L.N. Price Trust Scholarship
Professional Secretaries International Scholarship
Quilters Guild of East Texas Home Economics Scholarship
William S. Reeves Scholarship
Frank E. Peycke Memorial Scholarship
L.N. Reynolds Incentive Scholarships
Jennifer Leigh Rogers Scholarship
Celedonio Romero Guitar Scholarship
Rose Capital Pilot Club Scholarship
Rotary Young Citizens Awards
Chuck Sanderson Memorial Scholarships
Atlantis Shelby Scholarships
Dr. and Mrs. L.E. Skinner Scholarship
Grace Moore Skinner Smith Scholarship
Smith County Bar Association Scholarship
Smith County Medical Society Auxiliary Scholarships
Kathryn Nettles Speas Scholarship
Tony Spitzberg Memorial Award
Ronnie M. Stone Memorial Scholarship
Florence and Marcus Strum Scholarships
TEPE Scholarship
Texas Chest Foundation Scholarship
Turman Family Reunion Scholarship
Tyler Art League Scholarship
Tyler Association of Pharmaceutical Salesmen Scholarship
Tyler Civitan Scholarship
Tyler Desk and Derrick Club Scholarship
TISD Educational Secretaries and Aides Association Scholarship
Tyler Evening Business and Professional Women's Club Scholarship
Tyler Home Builders Women's Auxiliary Scholarships
Tyler Junior College Alumni Association Scholarship
Tyler Junior College Drafting Scholarship
Tyler Jaycees Scholarship
Tyler Legal Secretaries Association Scholarship
Tyler Lions Club Scholarship
Mental Health Association of Tyler Scholarship
Tyler Patrolman's Association Scholarship
Tyler Rose Society Scholarship
Tyler Rotary Club Scholarship
University of Texas at Tyler Scholarship
Vaughn Need-Based Scholarships
Vaughn Foundation Scholarship
Vaughn Foundation Nursing Scholarship
Veteran's of World War I and Ladies Auxiliary of Rose City Barracks Scholarship
Floyd Wagstaff Scholarships
Carl Wallace Journalism Scholarship
Mary Wallace Education Scholarship
Earl Wallis Memorial Scholarship
Dr. and Mrs. J.E. Watkins Scholarship Trust
E.A. Wendlandt Scholarship
Wesley Foundation Ann Adams Scholarship
Wesley Foundation Lillian Kelsey Powell Scholarship
Jack and Dorothy Fay White Scholarship

Mastin G. and Jack White Music Scholarship
James H. "Buster" White Scholarship
Virginia Wilks Nursing Scholarship
Watson W. and Emma Wise Cultural Arts Scholarship
Watson Wise Incentive Award
Virginia Pittman Yale Journalism Scholarship

Grants

Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and submit a Student Aid Report (SAR).

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. First priority is given to full time students receiving a Pell Grant. Students must submit a Student Aid Report (SAR) each year to the office of student financial aid and scholarships for any SEOG funding consideration. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. However, priority is given to full time students. Students must apply each year for the TPEG by submitting an SAR. Funding is limited.

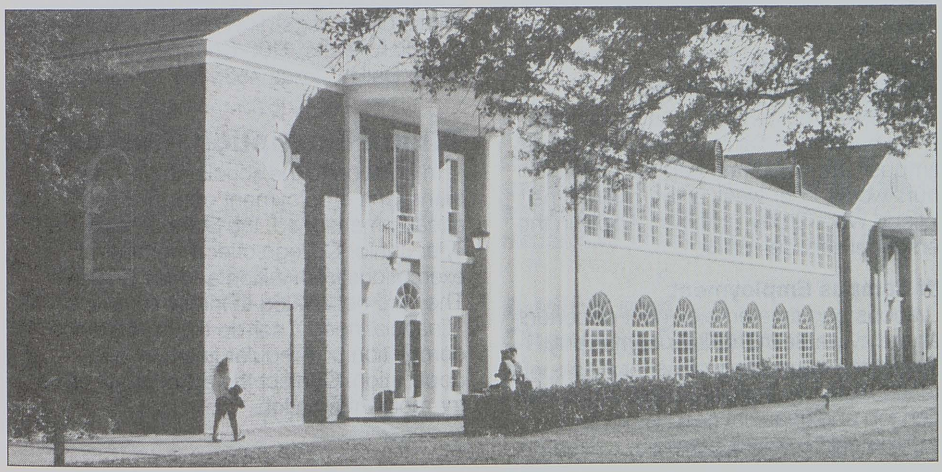
Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. This grant is awarded by eligibility based on a first-come, first-served basis. Students must apply each year for the TPE-SSIG, by submitting an SAR. Preference is given to full time students. Funding is limited.

Loans

Stafford Student Loan (SSL)

Stafford Student Loans may be made both by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The interest on Stafford Student Loans is eight percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a one-half time basis. There is a $50



Jenkins Hall, built in 1949, houses academic classes, the offices of the administration, admissions and business.

minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must attend a pre-loan counseling session prior to the release of any check. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Contact the office of student financial aid and scholarships for further information.

Emergency Short Term Loans

Tyler Junior College has established a limited Emergency Short Term Loan program to meet emergency needs of students who qualify. Loans are limited to the **amount of tuition and fees** and bear no interest; however, there is a $15.00 loan processing fee. Students need to apply a week before registration in order for the loan to be processed. Contact the office of student financial aid and scholarships for more information.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study by submitting a Student Aid Report (SAR) to the student financial aid and scholarships office.

Student Assistants Employment Program (NWS)

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similiar to the College Work-Study program. Apply in the personnel services office.

Off Campus Employment

Various part-time employment opportunities are available in the Tyler community. Contact the counseling office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the student financial aid and scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial
Aid and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Texas Rehabilitation Commission, Tyler District Office, 1517 West Front Street, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, 1100 Commerce-Room 2044, Dallas, Texas 75202.

Tuition Exemption Program

In addition to the scholarships, grants, loans, and employment opportunities already mentioned, the State of Texas and Tyler Junior College offer a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do they require the completion of a regular financial aid application. Contact the admissions office for more information.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress

The Veterans Administration must be notified of unsatisfactory progress the second semester a student has not made a 2.0 average. Veterans should contact the Veterans' Services office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans benefit will be exempt from tuition and educational related fees. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD 214) on file in the financial services office
5. Present proof of inelgibility for any other federal assistance

For further information, contact the coordinator of veterans' services in the admissions office.

College Regulations

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a late registration fee of $10.00 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final

date for changing courses can be found in the College calendar. A change-of-schedule fee of $5 will be charged each time a change is processed.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of late registration or on the date specified in the College calendar.** A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the registrar's office and is subject to the College's administrative policies.

Reinstatements

A student who has been withdrawn from a course may be reinstated with the approval of the appropriate instructional dean. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the rolls of that class.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each instructor will arrange a schedule for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D", "F" or "WF".

A student who fails to achieve a "C" average upon completing 12 hours will be notified of his/her probationary status. Students who have completed 12 hours

will have their status reviewed after each long semester*. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive semester, the student will receive notification that he/she must report for counseling before registering again.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive semester, he/she will be placed on academic suspension. Students who have a "C" average for the immediately preceding semester will be allowed to continue on probation, **although the cumulative average will be below 2.0**. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester. (12 semester hours)

Grades and Reports

Students receive grade reports every eight weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the long semester* following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the *Student Handbook*.

Grading System

A— 4 grade points per semester hour, an EXCELLENT performance.

B— 3 grade points per semester hour, a GOOD performance

C— 2 grade points per semester hour, a FAIR performance

D— 1 grade point per semester hour, a POOR performance, but a passing grade†

F— 0 grade points per semester hour, a FAILING grade

I— 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F

IP— 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only

W— 0 grade points, WITHDRAWN from course while passing, prior to the 11th week of semester, or 2nd week of a summer term

WF—0 grade points, WITHDRAWN from course while failing, after 11th week of a semester, or 3rd week of a summer term

CR— Credit by Examination or Advanced Placement

†*Some programs require a "C" or better as a passing grade.*

President's List

To qualify for the President's List, a student must complete a minimum of 12 hours of college level courses (100 or above) and have a 4.0 grade point average (all "A's").

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours of college level courses (100 or above) and have a 3.3 grade point average with no "D's", "F's" or "WF's".

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on all accumulated course work of college level courses (100 or above) attempted.

Highest Honors—4.0 grade point average.

High Honors—3.6 grade point average.

Honors—3.3 grade point average.

Semester Grade Point Average (SGPA): Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average (CGPA): Average will consist of the total of all college level work completed and/or accepted in transfer at Tyler Junior College, excluding courses below the 100 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA): Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 100 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

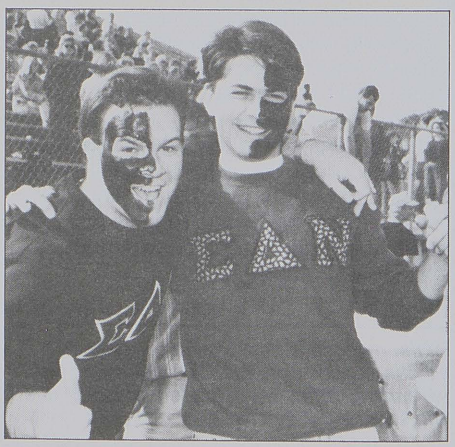
Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have three digit numbers which begin with "0".

Courses are numbered as follows (except in nursing): The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the year in which the course is taken; the final digit indicates the credit value of the course in semester hours. Thus, English 123 indicates that the course is the first year, second semester English with a credit value of three semester hours.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of class hours each week while the second number gives the number of hours of laboratory each week. For example, the notation (3-2) indicates that a course has three hours of class meetings and two hours of laboratory weekly.



Sigma Delta Nu clowns around for the homecoming game.

Transfer Credit

Credit for courses in which a passing grade has been earned may be transferred to Tyler Junior College from colleges and universities accredited through one of the following regional associations:

- Middle States Association of Colleges and Schools/Commission on Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools/Commission on Colleges
- Southern Association of Colleges and Schools/Commission on Occupational Education Institutions
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff, as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to determine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors through instructional deans or counselors. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed, and obtain the permission of their instructional dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** counseling office
3. **Financial records:** business office and financial aid office
4. **Medical records:** College nurse office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (P.L. 93-380, section 513), as amended (P.L. 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Drug-Free Campus Statement

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains detailed information about emotional, medical and legal consequences of drug use and abuse. Students found in use, possession or distribution of controlled substances on campus will receive both legal and College disciplinary actions. A student assistance program provides education, intervention, assessment and referral services for those with an abuse problem. Additional information about CONFIDENTIAL services is available in the student development office, counseling services or health services.

Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished**. The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Residence Life

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house more than 600 students. Each living unit is air-conditioned and features suites of four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry and kitchen facilities for residents' use.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall coordinator and several student resident assistants live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, provision of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in both the regional and national college housing associations.

Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eiligible for College housing. Assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing are available upon request from the residential life office. Once assigned to a specific hall, payment is due on August 1 for fall semester and on January 1 for spring semester. Summer housing costs and dates vary according to availability.

More information about the residential life program, including current costs, is available from the residential life office located in the Rogers Student Center or by calling 903-510-2524.

Tyler Junior College gives equal consideration to all applicants for College housing without regard to race, creed, color, national origin, sex, age, marital status, or physical handicap.

College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the director of food services.

Health Services

The health services office, located on the second floor of Rogers Student Center and open 8 a.m.-5 p.m., Monday through Friday, provides various health care programs.

Health Care is provided in case of minor injury, illness or medical emergency. Day care rooms are available for ill students during regular working hours.

Individuals are referred to appropriate sources when more definitive care is necessary. All expenses related to hospitals, medications and services of a physician, provided outside of health services, must be paid by the student. There may be minimal charges for various procedures performed in health services.

Health Maintenance Programs provided include blood pressure check, nutritional information, TB skin test, immunization, allergy injection, eye examination, blood glucose, consultation and referral.

Health Education literature, videos and presentations are available on health related topics such as specific illnesses, life skills, substance abuse, date rape and contagious diseases. Current information on AIDS and other sexually transmitted diseases is furnished.

Health Insurance is available at a reasonable rate from a private carrier. Additional information may be obtained in health services.

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook*.

Following is a sampling of some of the major extracurricular activities at the College:

Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and to provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at college and professional games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, makeup, manners and general personal improvement.

Apache Band

The Apache Band is the official College band which is open to all qualified students and also accompanies the Apache Belles. The Jazz Band and Concert Band are select groups of band students from the Apache Band chosen to play a variety of music.

Concert Chorus

Open to all students who wish to sing, the choir represents the College in concerts on and off campus.

Harmony and Understanding

A select group of singers from the concert chorus, Harmony and Understanding sings modern popular music.

Chamber Singers

The Chamber Singers, a specially selected group of singers from the concert chorus, present primarily classical *a cappella* music.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, soccer and tennis and for women in basketball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following list of organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook*.

Apache Band
Apache Belles
Biological Society
Chamber Singers
Cheerleaders
College Republicans
Collegiate Secretaries International
Criminal Justice Student Association
Delta Xi Chi
Electronics Technology Society
Epsilon Delta Pi
Eta Phi Epsilon
Geological Society
Gospel Choir
Harmony and Understanding
Horticulture Club
Intergreek Council
J.A.M.
Kappa Kappa Psi
Las Mascaras
Phi Theta Kappa
Psychology/Sociology
R.A.A. Organization
Racquetball Club
Rodeo Club
Spire
Student Senate
Tau Beta Sigma
Tennis Tech
Texas Student Nurses
TJC *Touchstone*
TJC Video Production Club
Vocational Industrial Clubs of America (VICA)

Religious Student Centers
Association of Baptist Students
Baptist Student Union
Tri-C
Wesley Foundation

Fraternities
Alpha Sigma Chi
Gamma Chi Gamma
Kappa Delta Upsilon
Sigma Delta Nu

Sororities
Alpha Delta Sigma
Tau Kappa
Zeta Phi Omega

Counseling and Advising

Academic advising is provided to new students, education majors, scholastic probation students and to those whose major is undecided. Testing and tutorial services for students, as well as information concerning transferability of course work, is available. Counselors assist students with personal problems and concerns and provide referral information when requested. In addition, counselors help students to evaluate their interests and abilities and to set academic and career goals.

Counseling Services provides services to currently enrolled and prospective students during both day and evening hours.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the division of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

Placement tests are required to place students into appropriate coursework. Call the TJC Testing Center, 510-2617 for more information.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students ". . . who enter

public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all ". . . full-time and part-time freshmen enrolled in a certificate or degree program . . .," any non-degree student prior to the "accumulation of nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions:

a. Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
b. Student who is going into a certificate program with less than 9 semester hours of general education requirements.
c. Students who have had local placement tests may obtain up to 15 semester hours credit before having to take the TASP test.

Beginning students will be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College counseling services.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), certain specific departmental institutional tests, credit by life work experience and additional tests as determined by the institution. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. **There is a $25 fee for posting credit by examination to college records.**

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College testing center.

Career Development/ Placement

Career development and placement services available for students include exploration of career options, computer-based interest assessments, occupational information, senior colleges and transfer information. Placement services available include: job search information, referrals for part-time and full-time employment, employee information through specific program director liaisons, campus interviews, and computer-based resume writing program. Frequent seminars are conducted on resume writing, job search strategies, and interview techniques throughout the year.

For more information, contact the Tyler Junior College career development and placement, 903-510-2390.

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Project Excel

Programs which have been developed to assist the student with weak academic skills are a peer tutoring program, study skills handouts and videos, and the Computer Systems Research (CSR) network (self-paced tutorial assistance in basic skills).

Students with Disabilities

For the student with a physical or learning disability with academic potential, the college provides service as defined in the Rehabilitation Act of 1973, Section 504. For the student with a learning disability, appropriate documentation will be required to determine academic potential. Prior notification before the beginning of any semester is necessary for adequate scheduling of services. Any type of support assistance, such as modified equipment or special testing arrangements, will be provided if at all possible.

Women and Adult Students

A variety of support services are available for those considering "re-entry" into education and/or employment, and for the person considering careers that are non-traditional for her/his sex. For the vocational/technical major that can document financial need, limited financial support may be available for child care and books. Application deadlines to be considered for financial assistance are:

Fall Semester—July 31
Spring Semester—November 27
Summer Semester—May 10

Applications must be picked up in the support services office and students must meet all guidelines to be considered. Financial assistance is based upon need and availability of funds.

For more information, contact support services in Rogers Student Center, 903-510-2395.

Vaughn Library and Learning Resources Center

The Vaughn Library and Learning Resources Center holds a library collection, the interactive computer learning center, and an instructional videotape collection. In addition, book collections for the health sciences, legal assistants, and other programs are here.

Books from the library are checked out using a current ID card. Reference books, microfilms, and magazines stay in the library, but copy machines can be found on each floor. Software in the interactive computer learning center includes word-processing, database, and spreadsheet applications. Also, computer-assisted-instruction programs in chemistry, English, history, foreign language, and other areas are here. Tapes from the video collection can be viewed on the second floor. Video programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home, or for Tyler residents, seen on Channel 30 of the local cable.

Success Oriented Studies

Success Oriented Studies (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.

For more information, contact the Success Oriented Studies office on the second floor of the Vaughn Library and Learning Resources Center.

Summer Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty advisors and other professionals and complete registration procedures for the fall semester.

For additional information, contact Tyler Junior College counseling services.

"We are proud of 'success stories' —students weak in math who still proceed through to advanced courses. It is exciting to see the positive changes in attitude which accompany this progress."

Robyn Files
Instructor, Mathematics
B.A., Austin College
M.L.A., Southern Methodist University

What We Offer

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. **The student must apply for a degree in a specific concentration by the published deadline.**
2. The student must complete 62 acceptable credit hours of work with an average grade of at least "C".
3. Fifteen of the last 21 credit hours must be completed at Tyler Junior College. At least 15 credit hours of work must be of sophomore level.
4. Students who graduate in the spring are required to attend the commencement exercises unless excused.
5. **A student should apply for a degree within a year of when he/she last attended Tyler Junior College.**
6. Students who first enrolled Fall of 1989 or after must pass TASP unless TASP Exempt.

Associate in Arts Degree

The associate in arts degree is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general requirements for all degrees, the general degree requirement for the associate in arts degree and those courses required for concentrations in the disciplines listed after the general degree requirements.

The general degree requirements for the associate in arts degree are:

1. **English 113** and **123** (6 credit hours)
2. **History 213** and **223** (6 credit hours) Students may substitute one of these courses with another American or state history course. Students should check with the history department of the senior college to which they intend to transfer.
3. **Government 213** and **223** (6 credit hours)
4. **Health and Kinesiology 111** and one additional HK activity course.
5. **College level math** (3 credit hours) If mathematics is not listed as a specific requirement in a concentration, a minimum of three credit hours of college level mathematics will be required for graduation
6. **PSY 111 Freshman Orientation** is required of all full time beginning students

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social science* includes history, government, economics, sociology and psychology. *Humanities* include philosophy, literature, foreign language, music, theatre, art, journalism, speech, dance and Bible. *Natural science* includes chemistry, biology, geology, physics, astronomy and mathematics. *Laboratory science* includes chemistry, biology, geology, physics and astronomy.

Concentration in Agriculture

1. Complete general degree requirements.
2. Complete these specific requirements:

Biology (4 credit hours)
From BIO 114C, 124C, 124B, 114M, 124M

Agriculture (12 credit hours)

Mathematics (3 credit hours)
From MTH 113 or higher level mathematics course

Speech (3 credit hours)
From SPH 113, 113A or 223A

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and kinesiology.

Concentration in Art

(Suggested for Fine Arts and Commercial Art Majors)

1. Complete general degree requirements.
2. Complete these specific requirements:

Art (18 credit hours)
To include 113D, 123D, 113E, 123E, 213 and 223

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from art, mathematics, laboratory science, social science, English, humanities, health and kinesiology.

Concentration in Behavioral Science

(Majors in psychology, sociology and social work)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Biology (8 credit hours)

Mathematics (6 credit hours)

Humanities, Social Sciences (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Concentration in Business Administration

1. Complete general degree requirements.
2. Complete these specific requirements:

Business (14 credit hours)
BUS 113B, 214, 224, 213L or approved elective*

Computer Science (3 credit hours)
CS 113V

Economics (6 credit hours)
ECO 213, 223

English Literature (3 credit hours)
A sophomore literature course.

Humanities/Behavioral Science (6 credit hours)
SPH 113A
Approved Elective*

Laboratory Science (8 credit hours)
Astronomy, Biology, Chemistry, Geology or Physical Science

Mathematics (6 credit hours)
MTH 113K and MTH 123K

**Business Approved Elective: See your program advisor.*
Humanities/Behavioral Science Approved Electives: PHI 213, SOC 223A.
Students who intend to transfer to a university and seek the baccalaureate degree in business administration should consult with a program advisor, inquire of the university course requirements, and plan a degree accordingly.

Concentration in Computer Science

1. Complete general degree requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)
From CS 113A **or** 113L, 113P, 123E, 213A, 213F, CS 223C, or MTH 123D

Laboratory Science (4 credit hours)
From *Biology, *Geology, +Chemistry or +Physics

Mathematics (6 credit hours)
From MTH 113A, *MTH 113K, *MTH 123K, +MTH 113B, +MTH 213A, +MTH 213B

Accounting and/or additional **Laboratory Science** and/or additional **Mathematics** (6/8 credit hours)
From *BUS 214, *BUS 224 and/or from *Biology, *Geology, +Chemistry or +Physics and/or from *MTH list above or higher level course.

Humanities or **Social Science** or ***Economics** (6 credit hours)

Electives to total 62 hours.

**Recommended for business oriented degree.*
+Recommended for scientific or engineering oriented degree.

Student should check senior college requirements.

NOTE: For other Computer Science degrees, see pages 42 and 43 of this catalog.

Concentration in Engineering

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MTH 213A, 213B, 223C

Engineering (6 credit hours)
EGR 213, 223A

Physics (8 credit hours)
From PHY 124A, 224A and 214A

Chemistry (4 credit hours)
CHM 114

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and kinesiology.

Concentration in Fine Arts

(Speech/Drama/Theatre Arts/ Dance/Art/Music)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)

Speech/Drama/Theatre Arts/Dance/ Art/Music (15 credit course hours)
From any one area

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and kinesiology.

Concentration in Health and Kinesiology

1. Complete general degree requirements.
2. Complete these specific requirements:

Health and Kinesiology
Activity courses (4 credit hours)
To include HK 111
Theory/Teaching courses (12 credit hours)

Mathematics (6 credit hours)
MTH 113 and 3 hours of higher math

Laboratory Science (8 credit hours)
Suggested courses are BIO 114D and BIO 124D

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from natural science, social science, humanities, health and kinesiology.

Concentration in Home Economics

1. Complete general degree requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)

Mathematics, Laboratory Science or **Foreign Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and kinesiology.

Concentration in Journalism

(Advertising, Broadcast News, Magazine Journalism, News/Public Affairs Reporting, Public Relations, Radio, Television, Film)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Journalism (12 credit hours)
To include JRN 113C, 213 and 223.

Mathematics, Laboratory Science or **Foreign Language** (12 credit hours)

Humanities and **Social Science** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, laboratory science, social science, mathematics, health and kinesiology.

Concentration in Liberal Arts

(Majors in History, Foreign Language, Government, Economics, Literature and Pre-Law)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Humanities or **Social Science** (12 credit hours)
To include HST 113A and 123A

Foreign Language, Laboratory Science or **Mathematics** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and kinesiology.

Concentration in Mathematics

1. Complete general degree requirements.

2. Complete these specific requirements:

Mathematics (15 credit hours)
To include MTH 213A, 213B, 223C

Laboratory Science (8 credit hours)

***Computer Science** (3 credit hours)
From MTH 123D or CS 113P or 123V or 213F or 223C

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, foreign language, health and kinesiology.

**See the catalog of the senior college of your choice.*

Concentration in Music

1. Complete general degree requirements.

2. Complete these specific requirements:

Music (35 credit hours)
including (12) Theory-MU 113T, 123T, 213T, 223T
(4) Sight Singing and Ear Training-MU 111T, 121T, 211T, 221T
(12) Private lessons (instrument and/or voice)
(4) Ensemble (band, choir, etc.)
(3) Literature-MU 113L or MU 123L (must be taken during freshman year)
Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health and kinesiology.

Concentration in Natural Science

(Majors in Biology, Chemistry, Geology, Physics, Pre-Med, Pre-Dental, Pre-Pharmacy, Pre-Physical Therapy, Pre-Veterinarian)

1. Complete general degree requirements.

2. Complete these specific requirements:

Chemistry (8 credit hours)
CHM 114, 124

Additional Laboratory Science (8 credit hours)

Mathematics (6 credit hours)
MTH 113A, 113B or higher level mathematics

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, foreign language, health and kinesiology.

Concentration in Speech/Theatre

1. Complete general degree requirements.

2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Speech/Theatre (15 credit hours)
To include SPH 113C and SPH 123A

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, laboratory science, fine arts, health and kinesiology.

Concentration in Interdisciplinary Studies

(Recommended for all undecided majors and those students seeking teacher certification)

1. Complete general degree requirements.

2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)
(4) courses from 2 of these areas

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing those courses in the following programs:

Air Conditioning and Refrigeration
Associate Degree Nursing
Child Development
Computer-Aided Drafting
Computer Science
Criminal Justice
Dental Hygiene
Electronics Engineering Technology
Emergency Medical Technology
Farm and Ranch Management
Fashion Merchandising and Retailing
Fire Protection
General Business
Graphic Arts/Photography
Industrial and Commercial Maintenance
Legal Assistant
Management
Medical Laboratory Technician
Medical Record Technology
Office Technology
Ornamental Horticulture
Postal Management
Radiologic Technology
Recreation Leadership-Tennis Teaching
Respiratory Therapy
Surveying
Welding

Health science students should check specific graduation requirements for their program.

Proficiency Certificates

Students completing with a minimum of a "C" average all courses in their major in the following degree plans are awarded certificates of proficiency:

Criminal Justice
Farm and Ranch Management
Fashion Merchandising and Retailing
Fire Protection
Management
Office Technology
Ornamental Horticulture
Postal Management
Recreation: Tennis Teaching
Surveying
Welding

Designated certificate programs are:
Air Conditioning and Refrigeration
Child Development
Computer-Aided Drafting
Computer Science
Diagnostic Medical Sonography
Drafting
Fashion Merchandising and Retailing
Graphic Arts/Photography
Industrial and Commercial Maintenance
Management
Medical Office Management
*Medical Record Technology
Microcomputer and Electronics Servicing
Office Technology
Optician Technician
Ornamental Horticulture
Postal Management
Surveying
Welding

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C".

Respiratory Therapy
Vocational Nursing

Certificates of Completion

Students completing with a minimum of a "C" in each required course will receive a certificate of completion in:

Emergency Medical Technology, BA
Emergency Medical Technology, Inter.

**Those certificate programs indicated with an asterisk require students to take the TASP examination.*

Air Conditioning and Refrigeration Curriculum

First Year

Semester I

AC 113 Introduction to AC & Refrigeration
AC 113A Fundamentals of Refrigeration
AC 113D Fundamentals of Electricity
AC 113W Air Conditioning Welding Procedures
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

AC 123A Commercial Refrigeration
AC 123B Blueprint Reading
AC 123D Automatic Controls I
HK 111 Physical Fitness and Health Concepts
ENG 123B Technical Report Writing
MTH 123E Applied Mathematics

Summer Session I & II *(Optional)*

AC 213I Internship *(14 weeks)*

Second Year

Semester III

AC 213A Heating
AC 213C Automatic Controls II
AC 213D Air Conditioning Systems Design
Computer Science Elective
History or **Government**

Semester IV

AC 223B Installation and Maintenance of Air Conditioning Systems
AC Elective
AC Elective
MGT 113C Human Relations in Management
SPH 223A Business and Professional Speaking
MGT 113S Small Business Management

AC Electives: AC 113S, AC 213I, AC 223H, AC 223M, AC 223P, AC 223T.

(Designated Air Conditioning and Refrigeration Certificate)

Semester I

AC 113 Introduction to AC and Refrigeration
AC 113A Fundamentals of Refrigeration
AC 113D Fundamentals of Electricity
AC 113W Air Conditioning Welding Procedures
AC 213D Air Conditioning Systems Design

Semester II

AC 123A Commercial Refrigeration
AC 123B Blueprint Reading
AC 123D Automatic Controls I
AC 223B Installation and Maintenance of Air Conditioning Systems
AC Elective

(Advanced Certificate—Air Conditioning and Refrigeration)

First Year

Semester I

AC 113 Introduction to Air Conditioning and Refrigeration
AC 113A Fundamentals of Refrigeration
AC 113D Fundamentals of Electricity
AC 113W Air Conditioning Welding Procedures

Semester II

AC 123A Commercial Refrigeration
AC 123B Blueprint Reading
AC 123D Automatic Controls I
MGT 113C Human Relations in Management

Second Year

Semester III

AC 213A Heating
AC 213C Automatic Controls II
AC 213D Air Conditioning Systems Design
AC Elective

Semester IV

AC 223B Installation and Maintenance of Air Conditioning Systems
AC Elective
AC Elective
MGT 113S Small Business Management

Child Development Curriculum

First Year

Semester I

CD 113 Introduction to Child Development
CD 113A Survey of Child Care Management
CD 113B Curriculum and Materials in the Child Care Facility
CD 113C Health Care and Safety
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

CD 123 The Family and the Community
PSY 223A or **CD 123A** Growth & Development in Early Childhood
CD 123B Creative Activities
CD 123C Child Health and Nutrition
PSY 213 Introductory Psychology
HK 111 Physical Fitness and Health Concepts

Summer Session I *(5 weeks)*

CD 113S Cooperative Training

Summer Session II *(5 weeks)*

CD 123S Cooperative Training

Students may exit here with a certificate of proficiency or continue toward the associate of applied science degree in child development.

Second Year

Semester III

CD 213 The Special Child
CD 213A Preschool Theory and Application
MTH 113G or **MTH 123E**
Government Elective
MGT 113S Small Business Management

Semester IV

CD 223 Child Care Issues
CD 223A Child Care Facility Management
CS 113C Computer Literacy
Speech Elective
Sociology Elective

Computer-Aided Drafting Curriculum

First Year

Semester I

EGR 113 Engineering Design Graphics I
DFT 113B Illustration Drawing
DFT 113G Introduction to Computer-Aided Drafting
ENG 113 Composition and Rhetoric
MTH 123E* Applied Mathematics
PSY 111 Freshman Orientation

Semester II

EGR 123 Engineering Design Graphics II
DFT 123B Computer-Aided Machine Drafting
DFT 123E Computer-Aided Electronics Drafting
ENG 123B Technical Report Writing
Approved Elective
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

DFT 213A Computer-Aided Architectural Drafting
DFT 213P Computer-Aided Pipe Drafting
DFT 213S Computer-Aided Structural Drafting
SPH 223A Business and Professional Speaking
MTH 113T* Applied Trigonometry

Semester IV

DFT 223B Map Drafting
DFT 223C Plane Surveying
DFT 223G Advanced Computer-Aided Drafting
PHY 113D Industrial Strength of Materials
Behavioral or Social Science Elective

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

Suggested Electives: DFT 223A, DFT 223P, CS 113C, MGT 113B, MGT 113C, GOV 213, GOV 223, HST 213, HST 223, PSY 213, SOC 213.

Computer-Aided Drafting Curriculum

(Certificate of Proficiency in Computer-Aided Drafting)

Semester I

EGR 113* Engineering Design Graphics I
CS 113C* Computer Literacy
DFT 113G Intro to Computer-Aided Drafting
DFT 123E Computer-Aided Electronics Drafting
DFT 213A Computer-Aided Arch. Drafting I

Semester II

DFT 123B Computer-Aided Machine Drafting
DFT 213P Computer-Aided Pipe Drafting
DFT 213S Computer-Aided Structural Drafting
DFT 223A Computer-Aided Arch. Drafting II
DFT 223G Advanced Computer-Aided Drafting

**EGR 113 and CS 113C are required courses. DFT 223P may be substituted for any one of the other drafting courses.*

(Certificate of Proficiency in General Drafting)

Semester I

EGR 113* Engineering Design Graphics I
DFT 113B* Illustration Drafting
DFT 113G* Intro to Computer-Aided Drafting
DFT 123E Computer-Aided Electronics Drafting
DFT 213A Computer-Aided Arch. Drafting I

Semester II

EGR 123 Engineering Design Graphics II
DFT 123B* Computer-Aided Machine Drafting
DFT 213P Computer-Aided Pipe Drafting
DFT 213S Computer-Aided Structural Drafting
DFT 223G Advanced Computer-Aided Drafting

**EGR 113, DFT 113B, DFT 113G and DFT 123B are required core courses. DFT 223A, DFT 223B, DFT 223C and/or DFT 223P may be substituted for any other drafting course(s).*

Computer Science Curriculum

(Microcomputer Option)

First Year

Semester I

CS 113A Introduction to Computers
CS 113C Computer Literacy
CS 113K Introduction to Computer Operations
CS 113L Introduction to Computer Programming Logic
CS 113M DOS/Data Entry
BUS 113A Elementary Accounting I
PSY 111 Freshman Orientation

Semester II

CS 123L Advanced Computer Programming Logic
CS 213H Extended DOS
CS 223J Data Base Concepts with Programming
BUS 123A Elementary Accounting II
ELC 123K Introduction to Computer Hardware
MTH 123E Applied Mathematics

Second Year

Semester III

CS 123T Lotus 1-2-3
CS 213B Systems Analysis
CS 213F Computer Programming: QUICK BASIC
ENG 113 Composition and Rhetoric
OFT 213C Word Processing I

Semester IV

CS 123V Computer Programming: C Language
CS 223V Professional Development Seminar
or **Computer Science Elective**
ENG 123B Technical Report Writing
Social or **Behavioral Science Elective**
HK 111 Physical Fitness and Health Concepts
SPH 223A Business and Professional Speaking

Computer Science Electives: CS 113P, CS 123B, CS 123E, CS 123M, CS 213R, CS 223C, CS 223G, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y).

Computer Science Curriculum

(Programming Option)

First Year

Semester I

CS 113A Introduction to Computers
CS 113C Computer Literacy***
CS 113K Introduction to Computer Operations
CS 113L Introduction to Computer Programming Logic
CS 113M DOS/Data Entry
BUS 113A Elementary Accounting I**
PSY 111 Freshman Orientation

Semester II

CS 123L Advanced Computer Programming Logic
CS 213F Computer Programming: QUICK BASIC
BUS 123A Elementary Accounting II**
ELC 123K Introduction to Computer Hardware
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics

Second Year

Semester III

CS 213A Computer Programming: COBOL
CS 213B Systems Analysis
CS Computer Programming Language Elective
ENG 123B Technical Report Writing
Social or **Behavioral Science Elective**

Semester IV

CS 223A Advanced Computer Programming: COBOL
CS Computer Programming Language Elective
CS 223V Professional Development Seminar or **Computer Science Elective**
CS Elective
HK 111 Physical Fitness and Health Concepts
SPH 223A Business and Professional Speaking

Computer Science Programming Language Electives: CS 113P, CS 123E, CS 213R, CS 223C, CS 223G, CS 123V.

Computer Science Electives: CS 123B, CS 123C, CS 123M, CS 123T, CS 213H, CS 213W, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y), or CICS Programming Language from above.

***BUS 214 may replace both BUS 113A and BUS 123A. See program advisor.*

****CS 113V must replace CS 113C in order to take BUS 214.*

(Designated Computer Science Certificate)

Semester I

CS 113A Introduction to Computers
CS 113C Computer Literacy
CS 113K Introduction to Computer Operations
CS 113M DOS/Data Entry
OFT 113R Business English

Semester II

CS 123B Computer Operating Systems
CS 123M Data Entry II
CS 123T Lotus 1-2-3
CS 213H Extended DOS
CS 223V Professional Development Seminar or **Computer Science Elective**
OFT 123W Word Processing I

**Computer Science Electives: CS 113L, CS 213B, CS 213F, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y)*

Criminal Justice Curriculum

(Core Curriculum)

Semester I

ENG 113 Composition and Rhetoric
HST 213 History of the United States
CJ 113* Introduction to Criminal Justice
CJ 113B* Police Systems and Practices
CJ 113E* Crime in America
PSY 111 Freshman Orientation
HK 111 Physical Fitness and Health Concepts

Semester II

ENG 123 Composition and Rhetoric
HST 223 History of the United States
SPH 223A Business and Professional Speaking
CJ 223C* The Courts and Criminal Procedures
CJ 223D* Fundamentals of Criminal Law
CJ 223F Texas Peace Officer Procedures

(Law Enforcement Option)

Second Year

Semester III

GOV 213 American Government
MTH 123E Applied Math or higher math
PSY 213 Introductory Psychology
CJ 213A* Criminal Investigation
CJ 213B* Legal Aspects of Law Enforcement
CJ 213E Texas Peace Officer Law

Semester IV

GOV 223 American State Government
SOC 223 Social Problems
CJ 223J* Texas Peace Officer Skills
CJ 223K Criminal Justice Internship
or Criminal Justice Elective
CJ 213C Criminalistics
CS 113A Introduction to Computers

*Criminal*Justice Electives: CJ 113C, CJ 123B, CJ 123D, CJ 213C, CJ 213D, CJ 223B, CJ 223H.*

(Corrections Option)

Second Year

Semester III

GOV 213 American Government
MTH 123E Applied Math or higher math
PSY 213 Introductory Psychology
CJ 213A* Criminal Investigation
CJ 213B Legal Aspects of Law Enforcement
CJ 123B Police Role in Crime & Del.

Semester IV

GOV 223 American State Government
SOC 223 Social Problems
CJ 213D* Correctional Systems and Practice
CJ 223H* Community Resources in Corrections
CJ 223K Criminal Justice Internship or
CJ Elective
CS 113A Introduction to Computers

**Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

Criminal Justice Electives: CJ 113C, CJ 123B, CJ 123C, CJ 123D, CJ 213A, CJ 213C, CJ 223B.

Dental Hygiene Curriculum*

First Year

Summer Session I

HK 111 Physical Fitness and Health Concepts
BIO 114D Anatomy and Physiology

Summer Session II

BIO 124D Anatomy and Physiology
DH 112 Introduction to Dental Hygiene

Semester I

DH 114 Dental Hygiene Radiography
DH 113 Oral Anatomy and Physiology
DH 114C Dental Hygiene Clinic I
DH 113D Oral Histology and Embryology
BIO 114A Microbiology

Semester II

DH 122 Dental Materials
DH 122A Pathology
DH 122B Oral Pathology
DH 123C Dental Hygiene Clinic II
CHM 113D Elementary Chemistry
ENG 113 Composition and Rhetoric

Second Year

Summer Session

SOC Elective
ENG 123 Composition and Rhetoric

Semester III

DH 212 Pharmacology
DH 212D Clinical Nutrition
DH 213H Community Dental Health I
DH 213C Dental Hygiene Clinic III
PSY Elective

Semester IV

DH 212P Periodontology
DH 221S Seminar
DH 223C Dental Hygiene Clinic IV
DH 223H Community Dental Health II
CS 113A Introduction to Computers

**Pending approval from the Texas Higher Education Coordinating Board.*

Diagnostic Medical Sonography Curriculum*

Semester I *(16 weeks)*

DMS 113 Sonography Physics
DMS 113A Ultrasound Anatomy and Pathology I
DMS 113B Abdominal Ultrasound
DMS 113C Ultrasound Technology Practicum I

Semester II *(16 weeks)*

DMS 123 Ultrasound Principles and Techniques I
DMS 123A Ultrasound Anatomy and Pathology II
DMS 123C Obstetrics and Gynecology Ultrasound
DMS 123D Ultrasound Technology Practicum II

Semester III *(16 weeks)*

DMS 133 Special Studies in Ultrasound
DMS 133A Departmental/Ultrasound Administration
DMS 133B Ultrasound Principles and Techniques II
DMS 133C Ultrasound Practicum III

**Pending approval from the Higher Education Coordinating Board.*

Drafting

(See Computer-Aided Drafting)

Electronics Engineering Technology Curriculum*

(Also see Microcomputer and Electronic Servicing)

First Year

Semester I

ELC 113A DC and AC Circuit Analysis
ELC 113D Digital Logic Circuit Analysis
ELC 113F Electronic Design and Fabrication
ENG 113 Composition and Rhetoric
MTH 113 Intermediate Algebra
or Higher Level Algebra
HK 111 Physical Fitness and Health Concepts
PSY 111 Freshman Orientation

Semester II

ELC 123A Semiconductor and Microelectronic Devices
ELC 123D Digital Systems and Microprocessors
ELC 123M Assembly Language Programming for Microprocessors
ELC 123R Industrial Electronics and Process Control
ENG 123B Technical Report Writing
MTH 113T Applied Trigonometry
or Higher Level Trigonometry

Second Year

Semester III

ELC 213M Microprocessor System Architecture
ELC 213R Industrial Automation
ELC 213T Electronic Communications
CS 123V Computer Programming: C
DFT 213F Drafting for Electronics Technicians
MGT 223E Ethics in Business and Management

Semester IV

ELC 223M Microprocessor Interfacing
ELC 223R Industrial Robotics
ELC 223T Telecommunications
PHY 113 Physics Problems
PHY 111 Physics Problems Laboratory
SPH 223A Business and Professional Speaking
Elective Social/Behavioral Science

**Pending approval from the Texas Higher Education Coordinating Board.*

Emergency Medical Technology Curriculum**

(Paramedic Option)

First Year

Semester I

EMT 111 Clinical Practice I
EMT 114 Emergency Medical Procedures I
MR 113 Medical Terminology
CHM 113D Elementary Chemistry
BIO 114D Anatomy and Physiology
HK 111 Physical Fitness and Health Concepts
PSY 111 Freshman Orientation

Semester II

EMT 121 Clinical Practice II
EMT 123 Mathematics for EMT
EMT 124 Emergency Medical Procedures II
BIO 124D Anatomy and Physiology
ENG 113 Composition and Rhetoric

Second Year

Semester III

EMT 212 Clinical Practice III
EMT 214 Emergency Medical Procedures III
PSY 213 Introductory Psychology
SPH 223A Business and Professional Speaking
MGT 113B Principles of Management

NOTE: All EMT courses must be taken in sequential order.

Semester IV

EMT 222 Clinical Practice IV
EMT 224 Emergency Medical Procedures IV
CS 113C Computer Literacy
SOC 223D Medical Sociology
Elective*

**Conversational Spanish, SPN 113, is a suggested elective. In selected cases, EMT 223S and EMT 224A may be approved as an elective.*

(EMT Certificates of Completion Programs)

Basic Program

EMT 111 Clinical Practice I
EMT 114 Emergency Medical Procedures I

After successfully completing these courses, students are eligible to take the state examination for certification as a Registered Emergency Medical Technician by the Texas Department of Health Resources.

EMT Intermediate Program

EMT 111 Clinical Practice I
EMT 114 Emergency Medical Procedures I
EMT 121 Clinical Practice II
EMT 124 Emergency Medical Procedures II

After successfully completing these courses, students are eligible to take the state examination for certification as a Specially Skilled Emergency Medical Technician by the Texas Department of Health Resources.

***Pending approval from the Texas Higher Education Coordinating Board.*

Farm and Ranch Management Curriculum

First Year

Semester I

ENG 113* Composition and Rhetoric
RMG 113 Principles of Soil Management
RMG 113C Farm Buildings and Construction
RMG 123A Agri Economics and Finance
RMG 223C Principles of Agriculture Marketing
PSY 111 Freshman Orientation

Summer Session I

RMG 116S Ranch Training On-The-Job

Semester II

ENG 123B* Technical Report Writing
RMG 113A Principles of Animal Husbandry
RMG 123D Farm Power Machinery
RMG 123F Principles of Feed Production
Computer Science Elective
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

MTH 123E* Applied Mathematics II
Social/Behavioral Science Elective
RMG 213A Livestock Rations
RMG 214 Farm Shop
RMG 223 Animal Health

Semester IV

SPH 223A Business and Professional Speaking
RMG 223A Farm and Ranch Records
RMG 223B Principles of Beef Cattle Production
RMG 223D Principles of Livestock Reproduction
RMG 223E Farm Shop II

**Student placement in mathematics and English classes is based upon the results of tests and subjects completed.*

Fashion Merchandising and Retailing Curriculum

(Buying/Merchandising Option)

First Year

Semester I

FMR 113 Introduction to Retailing
FMR 113B Color Line and Design
FMR 113C Fashion Textiles
MGT 113C Human Relations in Management
CS 113C Computer Literacy
PSY 111 Freshman Orientation

Semester II

FMR 123 Introduction to Marketing
FMR 123B Fashion Apparel: Manufacturing and Design
FMR 123C Sales Promotion
MGT 223 Salesmanship
SPH 113A Fundamentals of Speech
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

MGT 223E Ethics in Business and Management
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
FMR 213A Professional Development Training I
or **Approved Elective**
CS 123T Microcomputers Lotus 1-2-3

Semester IV

Behavioral/Social Science Elective
MGT 223 S Supervision
FMR 223A Professional Development Training II
or **Approved Elective**
FMR 223B Retail Mathematics
FMR 223 Retail Buying

(Fashion Marketing Option)

First Year

Semester I

FMR 113 Introduction to Retailing
FMR 113B Color Line and Design
FMR 113C Fashion Textiles
MGT 113C Human Relations in Management
CS 113C Computer Literacy
PSY 111 Freshman Orientation

Semester II

FMR 123 Introduction to Marketing
FMR 123B Fashion Apparel: Manufacturing and Design
FMR 123C Sales Promotion
MGT 223 Salesmanship
SPH 113A Fundamentals of Speech
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

GAP 113A Basic Graphics
GAP 113G Computer Graphics
ENG 113 Composition and Rhetoric
FMR 213 Visual Merchandising
FMR 213A Professional Development Training I
or **Approved Elective**

Semester IV

Behavioral/Social Science Elective
MTH 123E Applied Mathematics
FMR 223A Professional Development Training II
or **Approved Elective**
MGT 223E Ethics in Business and Management
GAP 123G Computer Graphics II

**Fashion merchandising and retailing internship includes 20 hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

Approved Electives: MGT 113C, MGT 113S, MGT 223E, BUS 113A, ECO 213, ECO 223, FR 113, FR 123, FR 114, FR 124, SPH 213I, History, Government, SPH 213T, BUS 214, BUS 224, PSY 213, PSY 223, SOC 213, SPN 114, SPN 124, HE 123I, ART 113O, ART 123D, GAP 113A, GAP 113G, GAP 123G.

(Designated Fashion Merchandising and Retailing Certificate)

First Year

Semester I

FMR 113 Introduction to Retailing
FMR 113B Color, Line and Design
FMR 113C Fashion Textiles

Semester II

FMR 123 Fashion Marketing
FMR 123B Fashion Apparel: Manufacturing and Design
MGT 223 Salesmanship

Second Year

Semester III

FMR 213 Visual Merchandising and Promotion
MGT 113B Principles of Management
CS 113C Computer Literacy

Semester IV

FMR 223 Retail Buying
FMR 223B Retail Mathematics
MGT 223E Ethics in Business Management

Fire Protection Curriculum

First Year

Semester I

FPT 113 Fundamentals of Fire Protection
FPT 113A Industrial Fire Protection I
FPT 113H Fire Science Chemistry I
ENG 113 Composition and Rhetoric
MTH 123E* Applied Mathematics
PSY 111 Freshman Orientation

Semester II

FPT 123 Fire Protection Systems
FPT 123A Fire Prevention
FPT 123B Industrial Fire Protection II
FPT 123H Fire Science Chemistry II
SPH 223A Business and Professional Speaking
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

FPT 213 Fire Administration I
FPT 213A Building Codes and Construction
FPT 213B Fire and Arson Investigation
ENG 123B Technical Report Writing
GOV 223 American State Government
Behavioral or **Social Science** Elective

Semester IV

FPT 223 Hazardous Materials I
FPT 223A Fire Administration II
FPT 223B Fire Fighting Tactics and Strategy
FPT 223D Arson Investigation II
CS 113C Computer Literacy
or
CS 123T Microcomputers

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*
Fire Science Electives: FPT 113B, FPT 113C, FPT 113D, FPT 113E, FPT 113F, FPT 113G, FPT 223C and CJ 222.
Suggested Electives: History, Government, Sociology, Economics and Geology.

General Business Curriculum*

First Year

Semester I

BUS 113B Introduction to Business
BUS 113A Elementary Accounting I
ENG 113 Composition and Rhetoric
MGT 113B Principles of Management
OFT 113M Business Math/Calculators
PSY 111 Freshman Orientation

Semester II

BUS 123A Elementary Accounting II
CS 113V Business Computer Applications
MTH 123E Applied Mathematics
or
MTH 113A College Algebra
OFT 123C Business Communications
MGT 113C Human Relations
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

BUS 213L Business Law
BUS 213C Computer Accounting I
CS Computer Science Elective
ENG 123B Technical Report Writing
MGT 123 Principles of Marketing
Humanities/Social Science Elective*

Semester IV

BUS 223C Computer Accounting II
ECO 223 Economic Problems
MGT 223 Salesmanship
MGT 223E Ethics for Business & Management
SPH 223A Business and Professional Speaking

**Pending approval from the Texas Higher Education Coordinating Board.*

Graphic Arts/Photography Curriculum*

(Photography Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective
ENG 123B Technical Report Writing
Academic Elective
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
Elective (Social/Behavioral Science)
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives; Any GAP course not required.
Academic Electives: Any 3-hour academic course not required.

(Designated Photography Certificate)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
MGT 113C Human Relations

Graphic Arts/Photography Electives: Any GAP course not required.

*(Graphic Arts Option)**

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting
ENG 123B Technical Report Writing
Academic Elective
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Social/Behavioral Science)
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.
Academic Electives: Any 3-hour academic course not required.
**Pending approval from the Texas Higher Education Coordinating Board.*

(Designated Graphic Arts Certificate)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective

Graphic Arts/Photography Electives: Any GAP course not required.

Graphic Arts/Photography Curriculum*

(Commercial Art Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ART 113D Design I
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

GAP 113J Computer Typesetting
GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 113E Drawing I
ENG 123B Technical Report Writing
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

GAP 113D Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective
MTH 123E Applied Mathematics
SPH 223A Business and Professional Speaking

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Social/Behavioral Science)
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.
Academic Electives: Any 3-hour academic course not required.

(Designated Commercial Art Certificate)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
ART 113D Design I

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 113E Drawing I

Second Year

Semester III

GAP 113F Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

**Pending approval from the Texas Higher Education Coordinating Board.*

Industrial and Commercial Maintenance Curriculum*

First Year

Semester I

IND 112 Industrial Blueprint Reading
IND 113S Industrial Safety and Hygiene
ELC 113I Industrial Electricity/Electronics
CS 113C Computer Literacy
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

IND 123P Industrial and Commercial Plumbing
WLD 124 Survey of Industrial Welding
ELC 123I Industrial Power Applications
Elective (Behavioral/Social Science)
AC 113 Introduction to Air Conditioning and Refrigeration

Second Year

Semester III

AC 123D Automatic Controls I
ELC 213I Industrial Instrumentation and Motor Controls
IND 213H Hydraulics and Pneumatics
Approved Elective
General Elective

Semester IV

IND 223M Motor Maintenance and Repair
IND 223R Industrial Mechanics
Approved Elective
SPH 223A Business and Professional Speaking
HK 111 Physical Fitness and Health Concepts
Approved Elective

*(Designated Industrial and Commercial Maintenance Certificate)**

First Year

Semester I

IND 112 Industrial Blueprint Reading
IND 113S Industrial Safety and Hygiene
ELC 113I Industrial Electricity/Electronics
MTH 123E Applied Mathematics

Semester II

IND 123P Industrial and Commercial Plumbing
WLD 124 Survey of Industrial Welding
ELC 123I Industrial Power Applications

Second Year

Semester III

AC 123D Automatic Controls I
ELC 213I Industrial Instrumentation and Motor Controls
IND 213H Hydraulics and Pneumatics
CS 113C Computer Literacy

Semester IV

IND 223M Motor Maintenance and Repair
IND 223R Industrial Mechanics
AC 113 Introduction to Air Conditioning and Refrigeration

Suggested Electives: MGT 113C, MGT 223E, IND 223I, SPN 113 and ELC 223R.

**Pending approval from the Texas Higher Education Coordinating Board.*

Legal Assistant Curriculum

First Year

Semester I

CS 113C Computer Literacy
or **CS 113V** Business Computer Applications
ENG 113 Composition and Rhetoric
GOV 213 American Government
LA 111E Legal Ethics
LA 113A Introduction to the Legal System
OFT 213W Word Processing
PSY 111 Freshman Orientation

Semester II

ENG 123B Technical Report Writing
or
ENG 123 Composition and Rhetoric
GOV 223 American State Government
HK 111 Physical Fitness and Health Concepts
LA 123R Legal Research
LA 223C Corporate and Commercial Law
or
BUS 213L Business Law
MTH 123E Applied Mathematics
or higher Math

Second Year

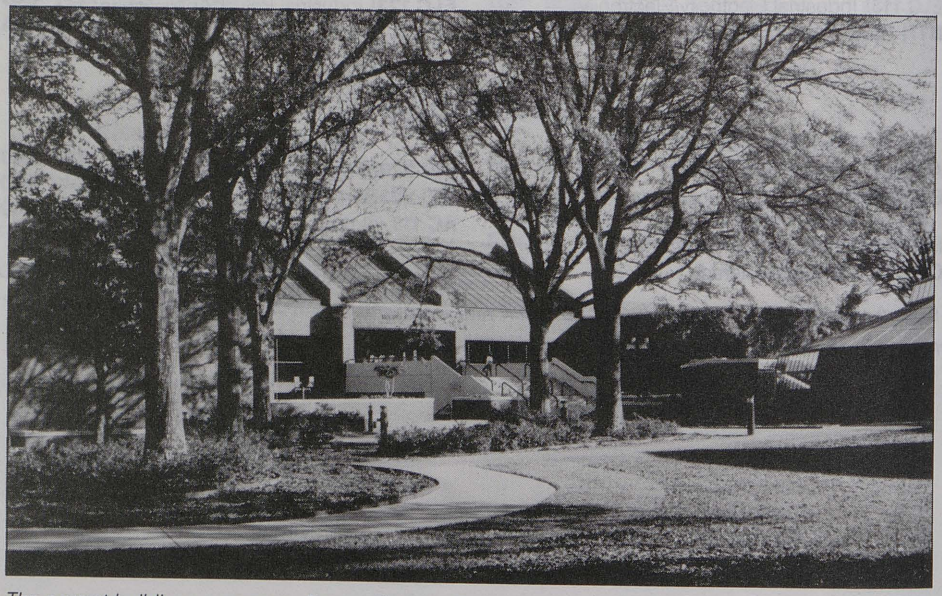
Semester III

BUS 113A Elementary Accounting I
or
BUS 214 Principles of Accounting
LA 123 Legal Writing
LA 213C Constitutional Law
LA 223 Litigation
PSY 213 Introduction to Psychology
Approved Elective in LA (3 hours)

Semester IV

LA 123A Legal Interview and Human Relations
LA 223A Law Office Management
and Procedures
LA 223B Internship
or
Approved Elective in LA (3 hours)
Elective
SPH 223A Business and Professional Speaking

Suggested Electives: LA 123B, LA 123C, LA 123D, LA 213A, LA 213B, LA 213W, LA 223C, LA 223R, REM 123, LA 223D.



The newest building on campus, Rogers Student Center houses the College bookstore, recreational facilities, a multi-purpose meeting room, lounges, College dining hall, health services and counseling services.

Management Curriculum

First Year

Semester I

BUS 113B Introduction to Business
ENG 113 Composition and Rhetoric
MGT 113A* Professional Development Seminar I
or Approved Elective
MGT 113B Principles of Management
MGT 113C Human Relations in Management
PSY 111 Freshman Orientation

Semester II

CS 113C Computer Literacy
ENG 123B Technical Report Writing
HK 111 Physical Fitness and Health Concepts
MGT 123 Principles of Marketing
MGT 123A* Professional Development Seminar II
or Approved Elective
MTH 123E Applied Mathematics

Second Year

Semester III

BUS 113A Elementary Accounting I
or
BUS 214 Principles of Financial Accounting
ECO 213 Principles of Economics
MGT 213 Advertising and Promotion
MGT 213A* Professional Development Seminar III
or Approved Elective
MGT 213B Personnel Management

Semester IV

SPH 223A Business and Professional Speaking
MGT 223 Salesmanship
MGT 223A* Professional Development Seminar IV
or Approved Elective
MGT 223B Introduction to Public Relations
MGT 223E Ethics in Business and Management

**A management internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

Approved Electives: MGT 113S, MGT 223E, SPH 213I, FMR 223, FMR 223B, BUS 213L, OFT 113M, OFT 123W, CS 113A, ENG 123, SPN 113, SPN 114, SPN 124, ECO 223, BUS 214, BUS 224, HST 213, HST 223, GOV 213, GOV 223, PSY 213, SOC 213.

(Designated Management Certificate)
(Medical Transcriptionist)

First Year

Semester I

MGT 113B Principles of Management
MGT 113C Human Relations
ENG 113 Composition and Rhetoric

Semester II

MGT 123 Principles of Marketing
CS 113C Computer Literacy
MGT 223 Salesmanship

Second Year

Semester III

MGT 213 Advertising and Promotion
MGT 213B Personnel Management
SPH 223A Business and Professional Speaking

Semester IV

MGT 223E Ethics in Business and Management
MGT 223B Public Relations
Computer Science Elective (3 hours)

Medical Laboratory Technician Curriculum

First Year

Semester I

CHM 114 General Chemistry
ENG 113* Composition and Rhetoric
MED 113 Basic for Allied Health Service
BIO 114A Microbiology
PSY 111 Freshman Orientation
HK 111 Physical Fitness and Health Concepts

Semester II

MTH 113* Algebra
MED 123 Clinical Microbiology
BIO 114D Anatomy and Physiology
MED 123A Special Clinical Microbiology
CHM 124 General Chemistry

Summer Session II
MED 123S Clinical Practice I
Psychology/Sociology Elective

Second Year

Semester III

BIO 124D Anatomy and Physiology
MED 213A Medical Laboratory Techniques I
MED 213C Clinical Chemistry
MED 223A Medical Laboratory Techniques II
ENG 123 Composition and Rhetoric
or
ENG 123B Technical Report Writing

Semester IV

MED 226 Clinical Practice II
MED 226A Clinical Practice III

Summer Session I
MED 216S Clinical Practice IV

**Student placement in English and mathematics classes is based upon results of tests and subjects completed before admission.*

Medical Office Management Curriculum

(Certificate of Proficiency)

Semester I

MOM 113 Medical Terminology
MOM 113A Medical Office Procedures I
BUS 113A Elementary Accounting I
MGT 113C Human Relations
OFT 113R Business English
CS 113C Computer Literacy

Semester II

MOM 123A Medical Office Procedures II
MOM 123 Medical Terminology and Transcription
OFT 213W Word Processing
OFT 223F Administrative Office Management
OFT 113M Business Math/Calculators
OFT 123C Business Communications

Medical Record Technology*

First Year

Semester I

PSY 111 Freshman Orientation
ENG 113 Composition and Rhetoric
OFT 123T Intermediate Typing
MR 113 Medical Terminology I
MR 113A Introduction to Medical Record Science
CS 113C Computer Literacy
HK 111 Physical Fitness and Health Concepts

Semester II

ENG 123B Technical Report Writing
or
ENG 123 Composition and Rhetoric
MR 122 Directed Practice I
MR 123 Medical Terminology II
MR 123A Human Relations and Personnel Problems
MR 123B Medical Record Science and Ethics
MR 123S Health Care Statistics

Second Year

Semester III

BIO 114D Anatomy and Physiology
MR 212 Directed Practice II
MR 213A Medical Transcription
MR 213B Legal Aspects of Medical Records
SPH 223A Business and Professional Speaking

Semester IV

BIO 124D Anatomy and Physiology
MR 222 Directed Practice III
MR 223A Medical Records Coding
MR 223B Management in Health Care
Elective (Social/Behavioral Science)

(Designated Medical Record Certificate)

Summer Semester

CS 113C Computer Literacy
ENG 113 Composition and Rhetoric

First Year

Semester I

MR 113 Medical Terminology I
MR 113A Introduction to Medical Record Science
MR 213A Medical Transcription
BIO 114D Anatomy and Physiology
OFT 123T Intermediate Typing

Semester II

MR 122 Directed Practice I
MR 123 Medical Terminology II
MR 123B Medical Record Science and Ethics
MR 223A Medical Records Coding
BIO 124D Anatomy and Physiology

**Pending approval from the Texas Higher Education Coordinating Board.*

Microcomputer and Electronics Servicing Curriculum

(Also see Electronics Engineering Technology)

(Certificate of Proficiency)

First 8 Weeks

ELC 112D Digital Logic Circuits
ELC 112A DC and AC Circuits
ELC 112S Operating Systems and Diagnostic Software
ELC 112M Microcomputer Hardware

Second 8 Weeks

ELC 122D Microprocessor Circuits
ELC 122A Semiconductor Circuits
ELC 122S Applications Software
ELC 122M Microcomputer Peripherals

Third 8 Weeks

ELC 212P Power Supply Circuits
ELC 212A Audio and Video Circuits
ELC 212E Electronic Security Systems
ELC 212M Microcomputer Systems and Networks

Fourth 8 Weeks

ELC 222V Video, Amusement and Vending Equipment
ELC 222H Home Entertainment Equipment
ELC 222C Paging and Two-way Communications Equipment
ELC 222M Electronic Office Automation Equipment

Nursing, Associate Degree (ADN) Curriculum

First Year

Summer Session II

ENG 113 Composition and Rhetoric
PSY 213 Introduction to Psychology

Semester I

NSG 112A* Special Topics
NSG 117A* Nursing I
BIO 114D*+ Anatomy and Physiology
PSY 111 Freshman Orientation
HK 111** Physical Fitness and Health Concepts

Semester II

NSG 129 Nursing II
BIO 124D*+ Anatomy and Physiology
SOC 213 Introduction to Sociology

Summer Session I

ENG 123 Composition and Rhetoric
PSY 223A Child Growth and Development

Second Year

Semester III

NSG 225 Nursing III (8 weeks)
NSG 225A Nursing IV (8 weeks)
BIO 114A*+ Microbiology

Semester IV

NSG 235 Nursing V (8 weeks)
NSG 235A Nursing VI (8 weeks)
Free Elective (3 semester hours)

Non-nursing courses may be taken prior to acceptance to the ADN program. All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

**Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.*

+Will be completed at TJC when taken after enrollment in the ADN program. Exceptions must be approved by the program director and the dean of science and mathematics.

***HK 111 Physical Fitness and Health Concepts must be completed before graduation according to college policy.*

All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

ADN-LVN Transition Curriculum

First Year

Prerequisites to Second Year
ENG 113 Composition and Rhetoric
ENG 123 Composition and Rhetoric
PSY 213 Introduction to Psychology
PSY 223A Child Growth and Development
SOC 213 Introduction to Sociology
HK 111* Physical Fitness and Health Concepts

Prerequisites to NSG 115
BIO 114D Anatomy and Physiology
BIO 124D Anatomy and Physiology

Semester I, II or Summer Session
NSG 115 LVN Transition

Second Year

See Semesters III and IV of traditional curriculum.

**HK 111 Physical Fitness and Health Concepts must be completed before graduation according to college policy.*

All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

Nursing, Vocational (VNE) Curriculum

Semester I (16 weeks)
VNE 113 Health Maintenance
VNE 114 Science for VNE
VNE 114A Med/Surg Nursing I
VNE 116 Essentials of Nursing

Semester II (18 weeks)
VNE 123 Nursing Care of Children
VNE 123A Maternity Nursing
VNE 128 Med/Surg Nursing II

Summer Session (14 weeks)
VNE 137 Long Term Care Nursing
VNE 137A Community Health Nursing

(Evening Curriculum)

Summer Session *(14 weeks)*
VNE 113 Health Maintenance
VNE 113E Med/Surg I (evening)
VNE 114 Science
VNE 116E Essentials

Fall *(16 weeks)*
VNE 126E Med/Surg II (evening)
VNE 126F Med/Surg III

Spring *(16 weeks)*
VNE 133E Maternity Nursing (evening)
VNE 133F Pediatric Nursing (evening)
VNE 136E Med/Surg IV

Summer Session *(14 weeks)*
VNE 144E Long Term Care (evening)
VNE 144F Community Health Nsg. (evening)

Office Technology Curriculum**

(Core Curriculum)

First Year

Semester I

BUS 113A Elementary Accounting
OFT 113F Office Procedures
OFT 113M Business Math/Calculator
OFT 113R Business English
OFT 123T Intermediate Typing
HK 111 Physical Fitness and Health Concepts
PSY 111 Freshman Orientation

Semester II

BUS 123A Elementary Accounting
CS 123T Lotus 1-2-3
OFT 123 Machine Transcription
OFT 123C Business Communications
OFT 213W Word Processing
OFT 213F Advanced Office Procedures

(Administrative Assistant Option)

Second Year

Semester III

BUS 213L Business Law
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
OFT 223W Word Processing
OFT 213Y Special Topics (Speedwriting)
or **OFT 213A** Specialized Software
PSY 213 Introductory Psychology

Semester IV

ECO 213 Principles of Economics
ENG 123B Technical Report Writing
or **ENG 123** Composition and Rhetoric
OFT 223A Internship or Approved Elective*
OFT 223F Administrative Office Management
SPH 223A Business and Professional Speaking

**Approved Electives: OFT 223D, OFT 223Y, SPN 114.*

***Pending approval from the Texas Higher Education Coordinating Board.*

(Legal Option)

Second Year

Semester III

LA 113A Introduction to Legal Systems
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
OFT 223W Word Processing
GOV 223 American and State Government
PSY 213 Introductory Psychology

Semester IV

LA 223C Corporation and Commercial Law
ENG 123B Technical Report Writing or
ENG 123 Composition and Rhetoric
OFT 223A Internship or Approved Elective*
LA 223A Law Office Management & Procedures
OFT 123L Legal Terminology/Transcription
SPH 223A Business and Professional Speaking

**Approved Electives: SPN 114, OFT 223D, OFT 223Y.*

(Medical Option)

Second Year

Semester III

MOM 113 Medical Terminology
MOM 113A Medical Office Procedures
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
OFT 223W Word Processing
PSY 213 Introductory Psychology

Semester IV

MOM 123 Medical Office Procedures II
MOM 123A Medical Terminology & Transcription
ENG 123B Technical Report Writing or
ENG 123 Composition and Rhetoric
OFT 223A Internship or Approved Elective*
Social Science Elective
SPH 223A Business and Professional Speaking

**Approved Electives: SPN 114, OFT 223D, OFT 223Y.*

(Designated Office Technology Certificate)

Semester I

BUS 113A Elementary Accounting
OFT 113F Office Procedures
OFT 113M Business Math/Calculator
OFT 113R Business English
OFT 123T Intermediate Typing
OFT 213Y Special Topics (Speedwriting)
or **OFT 213A** Specialized Software

Semester II

BUS 123A Elementary Accounting
CS 123T Microcomputers
OFT 123 Machine Transcription
OFT 123C Business Communications
OFT 213W Word Processing
OFT 213F Advanced Office Procedures

Optician Technician Curriculum

First Year

Semester I

OD 114 Ophthalmic Materials and Lab I
OD 116 Ophthalmic Dispensing I
OD 113A Anatomy and Physiology of the Eye
OD 113C Optics I
OD 112 Office Procedures, Ethics and Insurance

Semester II

OD 123C Contact Lenses
OD 123D Seminar
OD 124 Ophthalmic Dispensing II
OD 123E Optics II
OD 123F Ophthalmic Materials and Lab II

Summer Session (6 weeks)
OD 115 Applied Laboratory

Ornamental Horticulture Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213 Greenhouse Horticulture
MTH 123E Applied Mathematics II
PSY 111 Freshman Orientation

Semester II

BUS 113A Elementary Accounting I
AGR 123B Horticulture
HRT 123B Floral Design I
HRT 123C Landscape Maintenance
CS 113C Computer Literacy
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

MGT 113S Small Business Operations
HRT 213A Nursery Operation
HRT 213C Floral Design II
HRT 213E Greenhouse Crop Production
Social/Behavioral Science Elective
Speech Elective

Semester IV

BIO 124B Botany
HRT 214 Fundamentals of Design and Landscaping
HRT 223 Ornamental Crop Production
HRT 223D Landscape Development
HRT 223P Horticulture Pest Control and Chemicals

Ornamental Horticulture Curriculum

(Designated Landscaping Certificate)

Semester I

HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213A Nursery Operation
HRT 214 Fundamentals of Design

Semester II

HRT 123C Landscape Maintenance
HRT 223 Ornamental Crop Production
HRT 223D Landscape Development
HRT 223P Horticulture Pest Control & Chemicals
Approved Elective*

Summer Session I

HRT 113S Seminar/Cooperative Training

(Designated Greenhouse Certificate)

Semester I

HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213 Greenhouse Horticulture
HRT 213A Nursery Operation
Elective

Semester II

HRT 213E Greenhouse Crop Production
HRT 223 Ornamental Crop Production
HRT 223P Horticulture Pest Controls & Chemicals
Approved Elective*

Summer Session I

HRT 113S Seminar/Cooperative Training

**Approved Electives: AGR 123B, BIO 124B, CS 113C, HRT 123C, HRT 223D, MGT 113S, MGT 223.*

Postal Management Curriculum***

First Year

Semester I

ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
MGT 113B Principles of Management
PMT 113 Introduction to Postal Service
PMT 113A Mail Processing
PSY 111 Freshman Orientation

Semester II

ENG 123B Technical Report Writing
SPH 223A Business and Professional Speaking
MGT 223B Public Relations
PMT 123A Postal Customer Service
PMT 213 Postal Accounting and Financial Procedures
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

GOV 213 American Government
CS 113C Computer Literacy
MGT 223E Ethics in Business and Management
PMT 213S Training and Employee Development
PMT 223B Associate Office Management

Semester IV

GOV 223 American State Government
Approved Elective
PMT 223S Seminar—Postal Problems and Analysis or Approved Elective
PMT 223 Postal Management and Supervision
PMT223A Employee and Labor Relations

*Approved Electives: SOC 213, BUS 213L, MGT 223, OFT 113M, Accounting, Typewriting, HST 213, HST 223, ECO 213, ECO 223, ENG 123, Computers**, SPN 114, SPN 124.*

**A postal internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

***See program director for advisement.*

****Pending approval from the Coordinating Board.*

(Designated Postal Management Certificate)

First Year

Semester I

PMT 113 Introduction to the Postal Service
PMT 113A Mail Processing
MGT 113B Principles of Management

Semester II

PMT 123 Postal Rules and Regulations
MGT 113C Human Relations

Second Year

Semester III

PMT 213 Postal Accounting and Finance Procedures
CS 113C Computer Literacy

Semester IV

PMT 223 Postal Management and Supervision
PMT 223A Employee and Labor Relations
MGT 223E Ethics in Business Management

Radiologic Technology Curriculum**

First Year

Semester I (16 weeks)

PSY 111 Freshman Orientation
PHY 113 Physics Problems
XRT 112 Methods of Patient Care
XRT 113 Radiologic Technology I
XRT 113C Clinical Education I
BIO 114D Anatomy and Physiology

Semester II (XRT courses: 18 wks.)

PHY 123 Physics Problems II
XRT 123A Radiologic Technology II
XRT 123C Clinical Education II
HK 111 Physical Fitness and Health Concepts
BIO 124D Anatomy and Physiology

Summer Session (13 weeks)

XRT 116S Clinical Education III
XRT 222A Pathology

Second Year

Semester III (16 weeks)

XRT 211 Clinical Education IV
XRT 213C Radiologic Technology III
XRT 213A Radiobiology and Protection
CS 123T Lotus 1-2-3
ENG 113 Composition and Rhetoric

Semester IV (XRT courses: 18 wks.)

ENG 123B*** Technical Report Writing
XRT 221 Clinical Education V
XRT 221A Department Administration
XRT 222 Quality Assurance
XRT 223A Radiologic Technology IV
Elective Social/Behavioral Science

Summer Session (13 weeks)

XRT 216S Clinical Education VI
XRT 212S Seminar

**Student placement in English is based upon the results of tests and subjects completed before admission.*

***Pending approval from the Texas Higher Education Coordinating Board.*

****May substitute ENG 123.*

Recreation: Tennis Teaching Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
BUS 113A* Elementary Accounting I
REC 113S Tennis Seminar
REC 112L** Tennis Teaching Lab I
REC 123A Scientific Approach to Tennis Teaching
PSY 111 Freshman Orientation

Semester II

REC 113 Individual Tennis Instruction
ENG 123 Composition and Rhetoric
BUS 123A* Elementary Accounting II
REC 122L** Tennis Teaching Lab II
REC 123G Group Dynamics Tennis Instruction
REC 123S Tennis Seminar II
HK 111 Physical Fitness and Health Concepts

Summer Session

REC 114S Summer Tennis Experience (Lab)
or
REC 112S Summer Tennis Experience

Second Year

Semester III

BUS 113B Introduction to Business
SPH 113A Speech
REC 213C Tennis Camp and Club Management
REC 212L** Tennis Teaching Lab II
REC 213S Tennis Seminar III
Social/Behavioral Science Elective

Semester IV

BUS 213L Business Law
CS 113C Computer Literacy
REC 223E Contemporary Concepts in Tennis Instruction
REC 222L** Tennis Teaching Lab IV
REC 223S Tennis Seminar IV
MTH 123E Applied Mathematics

**BUS 214 may be substituted for BUS 113A and BUS 123A.*
***Must be taken concurrently with a Tennis Seminar.*
A math of higher level may be substituted in place of MTH 123E.

(Certificate of Proficiency)

Semester I

REC 113S Tennis Seminar
REC 112L Tennis Teaching Lab I
REC 123A Scientific Approach to Tennis Teaching
REC 213C Tennis Camp and Club Management
REC 212L Tennis Teaching Lab II
REC 213S Tennis Seminar III

Semester II

REC 113 Individual Tennis Instruction
REC 122L Tennis Teaching Lab
REC 123G Group Dynamics Tennis Instruction
REC 123S Tennis Seminar II
REC 223E Contemporary Concepts
REC 222L Tennis Teaching Lab IV
REC 223S Tennis Seminar IV

Summer Session

REC 114S Summer Tennis Experience (Lab)
REC 112S Summer Tennis Experience (Lab)

Respiratory Therapy Technology Curriculum
(Cardiopulmonary Technology)
(Certification Option)

Semester I

RT 112 Cardiopulmonary Anatomy and Physiology I
RT 113 Basic Skills
RT 114 Clinical Orientation
RT 114A Technology I
CS 123T Microcomputers
PSY 111 Freshman Orientation

Semester II

RT 121 Pediatric Care
RT 122 Pharmacology
RT 123 Clinical Laboratory
RT 123A Pathology
RT 124 Technology II
BIO 114D Anatomy and Physiology

Summer Session I

RT 112C Clinical Experience I
RT 112L Seminar and New Technology

Summer Session II

RT 122C Clinical Experience II
RT 122L Seminar and New Technology II

**Student placement in mathematics is based upon the results of tests and subjects completed before admission.*

CRTT-RRT Transition Curriculum**

Prerequisites to Second Year:
Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

BIO 114D Anatomy and Physiology
CS 123T Microcomputers

Second Year

Semester III

RT 213 Clinical Practice I
RT 213A Advanced Cardiopulmonary Topics
RT 214 Technology III
BIO 114A Microbiology
Social/Behavioral Science Elective approved by program director

Summer Session I

ENG 113 Composition and Rhetoric
RT 213B Seminar and Care Planning

Semester IV

RT 213B Seminar and Care Planning
RT 223 Clinical Practice II
RT 223A Applied Cardiopulmonary Pathology
BIO 124D Anatomy and Physiology
CHM 113D Elementary Chemistry
HK 111 Physical Fitness and Health Concepts

Surveying Curriculum

First Year

Semester I

MTH 123E Applied Mathematics
PSY 111 Freshman Orientation
SUR 113 Introduction to Surveying
SUR 113A Surveying Measurements Practice
SUR 113B Surveying Calculations
CS 113C Computer Literacy

Semester II

ENG 113 Composition and Rhetoric
HK 111 Physical Fitness and Health Concepts
DFT 113G Computer-Aided Drafting
SUR 123 Land Surveying
SUR 123A Land Surveying Practice
SUR 123B Surveying Calculations II

Second Year

Semester III

DFT 223 Advanced Computer-Aided Drafting II
or
DFT 223B Map Drafting
MTH 113T Applied Trigonometry
Behavioral or **Social Science** Elective
SUR 213 Topographic Surveying and Mapping
SUR 213A Field Mapping Practice
SUR 223B Legal Principles I

Semester IV

ENG 123B Technical Report Writing
Approved Elective
SPH 223A Business and Professional Speaking
SUR 223 Route Surveying
SUR 223A Route Surveying Practice
SUR 223D Legal Principles II

Approved Electives: SUR 113C, SUR 123C, SUR 213C, SUR 223C, DFT 123R, DFT 223G, DFT 223B, REM 113, REM 113B, REM 213, MGT 113C, MGT 113B, Government, History, Economics, Geology, Psychology, Sociology, Physics and Mathematics.

(Designated Surveying Certificate)

Semester I

SUR 113 Introduction to Surveying
SUR 113A Surveying Measurements Practice
SUR 113B Surveying Calculations I
SUR 213 Topographic Surveying and Mapping
SUR 231A Field Mapping Practice
SUR 223B Legal Principles I

Semester II

SUR 123 Land Surveying
SUR 123A Land Surveying Practice
SUR 123B Surveying Calculations II
SUR 223 Route Surveying
SUR 223A Route Surveying Practice
SUR 223D Legal Principles II

Welding Technology Curriculum

First Year

Semester I

WLD 113O Oxy-acetylene Welding and Cutting
WLD 113C Introduction to Arc Welding
WLD 113B Blueprint Reading for Welders
ENG 113 Composition and Rhetoric
IND 113S Industrial Safety and Hygiene
PSY 111 Freshman Orientation

Semester II

WLD 123G Introduction to GMAW (MIG) and FCAW (FLUX CORE)
WLD 123C Advanced Arc Welding
MTH 123E Applied Mathematics
CS 113C Computer Literacy
ENG 123B Technical Report Writing
HK 111 Physical Fitness and Health Concepts

Second Year

Semester III

WLD 213A Introduction to Pipe Welding
WLD 213T Introduction to GTAW (TIG)
MGT 113C Human Relations in Management
EGR 113 Engineering Design Graphics
Elective (Social/Behavioral Science)

Semester IV

WLD 223A Advanced Pipe Welding
WLD 223T Advanced GTAW (TIG)
WLD 223G Advanced GMAW (MIG) and and FCAW (FLUX CORE)
SPH 223A Business and Professional Speaking
Approved Elective

(Designated Welding Certificate)

First Year

Semester I

WLD 113O Oxy-acetylene Welding and Cutting
WLD 113C Introduction to Arc Welding
WLD 113B Blueprint Reading for Welders

Semester II

WLD 123G Introduction to GMAW (MIG) and FCAW (FLUX CORE)
WLD 123C Advanced Arc Welding
MTH 123E Applied Mathematics

Second Year

Semester III

WLD 213A Introduction to Pipe Welding
WLD 213T Introduction to GTAW (TIG)
IND 113S Industrial Safety and Hygiene

Semester IV

WLD 223A Advanced Pipe Welding
WLD 223T Advanced GTAW (TIG)
WLD 223G Advanced GMAW (MIG) and FCAW (FLUX CORE)

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 16 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the associate in arts degree and the associate in applied science degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring semester. **Students wishing to participate in this ceremony must apply for their degree in the spring semester.**

Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for a degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be August 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1.

Continuing Education

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community throughout its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion and encourages education renewal. Further, the College seeks to provide lifelong learning for people of *all* ages to develop personal and professional potential, upgrade job-related skills, and prepare for informed participation in the civic, cultural, and political life of the community.

The most recent addition to the continuing education program is the Tyler Junior College **Regional Training and Development Complex (RTDC)** located at 1530 S SW Loop 323 in Tyler. The complex is devoted to offering critically needed training leading to immediate employment according to the needs of business, industry, and governmental agencies. Instruction at the RTDC lends itself to quick start-up training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, the 84,000-square-foot facility offers services such as onsite registration and fee collection, a bookstore, a learning resources center, snack bar/concession area, 300 seat conference room, convenient parking, and campus security. The RTDC is also the home of the Small Business Development Center, the Tyler Area Business Incubator, and the East Texas Regional Fire Acacemy.

Basically, continuing education is a non-credit program that offers:

1. Adult vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the registrar's office on the TJC campus, 903-510-2404 or the Regional Training and Development Complex, 903-510-2900.

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state, and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing indepth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

RTDC®
Tyler Junior College
Regional Training And
Development Complex

"A professor once said, 'Education is knowledge for the sake of knowledge. Technological training is knowledge for the sake of application.' I believe the two should never compete, only complement each other."

Ronald G. Hancock
Instructor, Welding
A.A., Kilgore College

What You Can Expect

Course Descriptions

Agriculture

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGR 114 (Formerly AGR 113)
General Animal Husbandry (3-3)
Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

AGR 113B Dairying (2-2)
The dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGR 113E Introduction to Agricultural Economics (3-0)
Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGR 114A General Entomology (3-2)
Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGR 124 (Formerly AGR 123)
Fundamentals of Crop Production (3-2)
Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGR 123B Horticulture (2-3)
Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGR 123D Wildlife Management (3-0)
Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

AGR 213 Livestock Evaluation (3-3)
Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGR 223A Farm Shop (1-4)
Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

AC 113 Introduction to Air Conditioning and Refrigeration (3-3)
An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AC 113A Fundamentals of Refrigeration (3-3)
An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.
Prerequisite: Taken concurrently with AC 113 or consent of the instructor.

AC 113D Fundamentals of Electricity (2-2)
Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AC 113S Solar Systems Design and Installation (2-4)
Demonstration and hands-on in the design, installation and maintenance of residential solar heating systems.

AC 113W Air Conditioning Welding Procedures (3-3)
Designed to provide entry-level skills including basic shielded metal arc welding and welding of dissimilar metals.

AC 123A Commercial Refrigeration (3-3)
Refrigeration machines, their component parts and accessories, installation, maintenance and servicing procedures.
Prerequisites: AC 113A, 113D, 123B, or consent of the instructor.

AC 123B Blueprint Reading (3-0)
A study of blueprints used in the construction industry and the use of blueprints to determine location and installation of heating and air conditioning equipment.

AC 123D Automatic Controls I (2-2)
Automatic controls, control systems, component parts and related equipment.
Prerequisite: AC 113D or consent of the instructor.

AC 213A Heating (2-4)
Operation, installation, and service of residential and light commercial gas, electric, hydronic, and heat pump systems.
Prerequisite: AC 113D, 123B, or consent of the instructor.

AC 213C Automatic Controls II (2-2)
An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.
Prerequisite: AC 123A, 123D or consent of the instructor.

AC 213D Air Conditioning Systems Design (3-3)
A study of psychrometric principles and application of heat load theory for equipment sizing.
Prerequisite: AC 123A or consent of the instructor.

AC 213I Internship (1-20)
A course designed to enable the student to get real-world work experience with air conditioning and refrigeration contractors while seeking a college degree.
Prerequisites: AC 113, 113A, 113D.

AC 223B Installation and Maintenance of Air Conditioning Systems (2-4)
Hands-on experience in the installation, maintenance, and service of residential and light commercial air conditioning and heating systems.
Prerequisite: AC 113A, 123B, 213D or consent of the instructor.

AC 223H Heat Pumps (3-3)
The student will learn the components, sequence and modes of operation and will get "hands-on" experience installing, servicing, charging, and troubleshooting heat pumps.
Prerequisite: AC 213A, 213C.

AC 223M Automotive Air Conditioning (3-3)
Students will learn the components and the sequence of operation, and will get laboratory experience servicing, repairing, and troubleshooting automotive air conditioning systems.
Prerequisites: AC 113, 113A, 113D.

AC 223P Major Home Appliances (3-3)
A course designed to enable students to identify the components, to understand the sequence of operation, and to service and repair clothes washers and dryers, dishwashers, microwave ovens, conventional ovens, freezers, refrigerators, and ice makers.
Prerequisites: AC 113, 113A, 113D.

AC 223T System Troubleshooting (3-3)
An advanced course in which the student will apply troubleshooting principles and use test instruments to diagnose air conditioning and refrigeration component and system problems and to conduct performance tests.
Prerequisites: AC 123A, 213C.

Art

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ART 113A Art Appreciation (3-0)
A humanities course open to all featuring principles of design from the layman's point of view, a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

ART 113D Design I (3-3)
The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ART 113E Drawing I (3-3)
Still lifes, landscapes and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective through the use of a wide variety of drawing media and techniques.

ART 114B Art for Pre-School and Elementary School (3-3)
Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects; including art appreciation, critique, and curriculum formation.

ART 123D Design II (3-3)
Three dimensional design concepts.

ART 123E Drawing II (3-3)
The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ART 213 History of Art I (3-0)
Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide-illustrated lectures and text study.

ART 213C Ceramics I (3-3)
Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ART 213L Weaving I (3-3)
Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ART 213O Painting I (3-3)
An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ART 223 History of Art II (3-0)
Painting, sculpture, architecture, and crafts from early Renaissance time to the present through critical and analytical slide-illustrated lectures and text study.

ART 223C Ceramics II (3-3)
Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ART 223L Weaving II (3-3)
A continuation of ART 213L.

ART 223O Painting II (3-3)
A continuation of ART 213O with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ART 223W Water Color Painting (3-3)
An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AST 114 Introduction to Astronomy I (3-3)
An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

AST 124 Introduction to Astronomy II (3-3)
An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.
3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.
4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIB 111 Selected Studies in the Old Testament (1-0)
A study involving either an Old Testament book or theme.

BIB 111A Selected Studies in the New Testament (1-0)
A study involving either a New Testament book or theme.

BIB 111C An Introduction to Christianity (3-0)
A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIB 113 Survey of the Old Testament (3-0)
The history, literature and teachings of the Old Testament.

BIB 113G, 123G, 213G, 223G Bible Topics (3-0)
Different topics each semester. May repeat for credit as topic changes.

BIB 123 Survey of the New Testament (3-0)
The history, literature and teachings of the New Testament.

BIB 213 Life and Teachings of Jesus (3-0)
The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIB 223 Life and Letters of Paul (3-0)
The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIB 223A World Religions (3-0)
An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIO 114A Microbiology (3-3)
Characteristics and activities of microorganisms and their relation to health and disease.

BIO 114C Introductory Biology I (3-3)
Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates. For the non-science major.

BIO 114D Anatomy and Physiology (3-3)
Anatomy and physiology of the human body oriented toward the allied health sciences.

BIO 114M Biology I (3-3)
Concepts of biology relating to the cell, energy transformations, evolution, ecology tissues and organ systems common to plants and invertebrate animals. For the science major.

BIO 124B General Botany (3-3)
Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIO 124C Introductory Biology II (3-3)
Emphasizes the development, structure and function of organ systems in man.
Prerequisite: BIO 114C recommended.

BIO 124D Anatomy and Physiology (3-3)
A continuation of Biology 114D.
Prerequisite: Biology 114D.

BIO 124M Biology II (3-3)
Vertebrate systems emphasizing man as well as principles of heredity and evolution. For the science major.
Prerequisite: BIO 114M recommended.

BIO 213 Environmental Biology (2-3)
Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects. Field trips required.

BIO 223F Native Plants (2-3)
Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

BIO 224 Comparative Vertebrate Anatomy (3-4)
Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, pre-medical and pre-dental majors.
Prerequisite: Biology 114M and 124M or 124B.

BIO 224G Introduction to Genetics (3-3)
Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.
Prerequisite: One year of biology.

Business

A student majoring in business is encouraged to see a Tyler Junior College faculty advisor or academic counselor for assistance in completing a degree plan.

BUS 113A Elementary Accounting I (3-0)
Presents the double-entry system for the accounting cycle of a business organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BUS 113B Introduction to Business (3-0)
Provides an over-all picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. This is also offered through instructional television.

BUS 123A Elementary Accounting II (3-0)
A continuation of BUS 113A. Emphasis is given to payables, receivables, inventories, asset valuation, partnerships, corporations, and the voucher system. Practice set required.
Prerequisite: "C" or better in BUS 113A.

BUS 213C Computer Accounting I (2-2)
Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing.
Prerequisite: "C" or better in BUS 113A or 214.

BUS 213L Business Law (3-0)
Emphasizes the principles and elements of contracts, sales and warranties, legal aspects of commercial papers, principal-agent relationships, labor law and government-business relationships. This is also offered through instructional television.

BUS 214 Principles of Financial Accounting (3-3)
A study of financial accounting: the accounting cycle, double-entry bookkeeping, preparation and analysis of financial statements. Practice set required.
Prerequisite: "C" or better in CS 113V.

BUS 223C Computer Accounting II (2-2)
Complete the functions contained in the automated accounting system, including purchasing, inventory, budgeting, recurring transactions, graphics and management reporting.
Prerequisite: "C" or better in CS 213C.

BUS 224 Principles of Managerial Accounting (3-3)
Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.
Prerequisite: "C" or better in BUS 214 and CS 113V.

Chemistry

Students who have not studied chemistry in high school are advised to consider completing CHM 113B, Basic Chemistry prior to enrolling in CHM 114, General Chemistry, CHM 113D, Elementary Chemistry, or CHM 114H, Fundamentals of Chemistry.

A student majoring in chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHM 113B Basic Chemistry (3-0)
Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHM 113D Elementary Chemistry (3-2)
Elementary inorganic, organic and biochemistry suited for persons interested in health science programs.
Note: Neither Chemistry 114I-124I, 114H-124H nor 113D is substituted for Chemistry 114-124 in meeting prerequisites in scientific curricula.

CHM 114 General Chemistry (3-4)
Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.

CHM 114H Fundamentals of Chemistry (3-3)
Elementary inorganic and organic chemistry, especially suited for persons interested in the health professions.

CHM 114I Introductory Chemistry (3-3)
Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors. This is also offered through instructional television.

CHM 124 General Chemistry (3-4)
Continuation of Chemistry 114. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electrochemistry and selected topics in nuclear chemistry. Lab work includes an introduction to volumetric and qualitative analysis.
Prerequisite: Chemistry 114.

CHM 124H Fundamentals of Organic and Biochemistry (3-3)
Continuation of Chemistry 114H with emphasis on organic and biochemistry.
Prerequisite: Chemistry 114H.

CHM 124I Introductory Chemistry (3-3)
Continuation of Chemistry 114I. Emphasis on organic and biochemistry.
Prerequisite: Chemistry 114I or 114.

CHM 214 Organic Chemistry (3-4)
Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, systhesis, structure of organic molecules, sterochemistry and molecular conformations with lab work including an introduction to gas chromatography.
Prerequisite: Chemistry 124.

CHM 224 Organic Chemistry (3-4)
Continuation of Chemistry 214 with lab work covering the use of infrared spectroscopy.
Prerequisite: Chemistry 214.

Child Development 5222

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development.

CD 113 Introduction to Child Development (3-3)
Students will gain an understanding of the history, philosophy and ethics of child development. This will include types of child development facilities as well as the laws and standards which govern them. Emphasis will be placed on the responsibilities of personnel in this field.

CD 113A Survey of Child Care Management (3-0)
An introduction to the mechanics of managing a child care facility which will include center scheduling, curriculum, lesson plans, teaching techniques, behavioral management and assessment of students and staff.

CD 113B Curriculum and Materials in the Child Care Facility (3-3)
The principles of curriculum development appropriate for educating preschool children. Students will participate in planning age-appropriate materials and activities including beginning mathematics, language, social studies and science concepts.

CD 113C Health Care and Safety (3-2)
A study of personal and community health which emphasizes protection against communicable diseases and accidents. Fundamental first aid, CPR, vision and hearing screening, safety and accident prevention will be covered.

CD 123 The Family and the Community (2-2)
The role of a child development center as it relates to the home environment, the interaction between parents and children as well as the relationships of the family to their community will be studied. Hypothetical records will be interpreted and case studies of young children will be developed.

CD 123A Growth and Development in Early Childhood (3-0)
An introduction to the needs of infants, preschool and special needs children resulting in an understanding of children's physical, emotional, social and cognitive development. (Same as PSY 223A)

CD 123B Creative Activities (2-4)
A continuation of CD 113B which includes a study of activities relating to conceptual learning, recreation, arts, crafts, music, dance, children's literature, storytelling and learning center activities. **Prerequisite:** CD 113B.

CD 123C Child Health and Nutrition (3-2)
Health and nutrition as they contribute to and affect a child's growth and development.

CD 113S & 123S Cooperative Training (3-37) (5 weeks)
Seminar and on-the-job training. A training plan will be developed each semester for each student. **Prerequisite:** First two semesters completed.

CD 213 The Special Child (3-0)
The differences in special needs children will be studied with emphasis on their special needs and how best to meet these needs.

CD 213A Preschool Theory and Application (3-1)
Various learning processes relating to the nature and conditions of learning and motivation will be studied to provide the knowledge necessary to access the preschool student's learning needs and develop appropriate learning activities. **Prerequisite:** CD 113A.

CD 223 Child Care Issues (2-4)
An in-depth study of current issues relating to child development. Each student will develop and report on a research project.

CD 223A Child Care Facility Management (3-0)
Management theories and their application to a child care facility.

Computer-Aided Drafting 8622

The curriculum in computer-aided drafting is designed to provide a strong academic and technical base to give the completer the needed skills for immediate employment and the foundation for professional growth.

DFT 113A Mechanical Drawing I (3-3)
(See EGR 113)

DFT 113B Illustration Drawing (3-3)
Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphs.

DFT 113G Introduction to Computer-Aided Drafting I (3-3)
Introduction to the commands and functions of modern computer-aided drafting systems. Emphasis on applying the system to practical drafting and design problems.

DFT 123B Computer-Aided Machine Drafting(3-3)
An advanced mechanical drafting which uses CAD to draw a complete set of drawings from detail drawings to completed assembly drawing.
Prerequisite: EGR 113.

DFT 123E Computer-Aided Electronics Drafting (3-3)
Basic computer-aided drafting for electrical and electronics drafting covering theory of electronics, schematics, printed circuit boards, wiring diagrams, and integrated circuits.
Prerequisite: DFT 113G.

DFT 123R Drafting for Real Estate Studies (3-0)
Interpretation of architectural plans and specifications including on-site measurements to determine square footage and cost projection of buildings with the mapping portion including site plans and lease maps, with concentration on lettering, symbols and drafting scales.

DFT 213A Architectural Drafting I (3-3)
Computer-aided applications for plans of a single story residence. The study includes site plan, floor plans, foundation plan, elevations, details, and schedules.
Prerequisite: DFT 113G Computer-Aided Machine Drafting.

DFT 213D Descriptive Geometry
(See EGR 123).

DFT 213F Drafting for Electronics Technicians (3-3)
Drafting techniques applied to electronics technology including sketching, functional block diagrams, schematic symbols and diagrams, printed circuit board design and computer-aided drafting (CAD).

DFT 213P Computer-Aided Pipe Drafting (3-3)
Computer-aided applications to pipe drafting, the study includes terminology, valves, fittings, vessels, symbols, isometrics, flow diagrams, plot plans, and elevations.
Prerequisite: DFT 113G.

DFT 213S Computer-Aided Structural Drafting (3-3)
Design and fabrication detailing of structural steel frameworks and components using CAD. Included are structural shapes, bolted and welded connections, beams, columns, trusses, bracing, and frameworks.
Prerequisite: DFT 113G.

DFT 223A Computer-Aided Architectural Drafting II (3-3)
Computer-aided drafting applications for a set of plans for a light commercial structure. Areas of study include site plan, floor plan, foundation plan, elevations, details, and building schedules.
Prerequisite: DFT 213A.

DFT 223B Map Drafting (3-3)
The preparation of lease, township, topographic, highway and ownership maps are covered. Inking and calculations from surveyor's notes are included.

DFT 223C Plane Surveying (3-3)
Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculations.

DFT 223G Advanced Computer-Aided Drafting II (3-3)
Advanced computer-aided drafting in which the student's basic knowledge of computer software and operations will be utilized to complete computer-aided problems.
Prerequisite: DFT 113G.

DFT 223P Advanced Computer-Aided Pipe Drafting (3-3)
Computer-aided applications for making isometric pipe spool drawings with emphasis on solutions to equipment location placement and theory for the advanced piping student.
Prerequisite: DFT 213P.

Computer Science 6021

The College offers a one-year program leading to a certificate of proficiency and two two-year programs leading to associate in applied science degrees and an associate in arts degree with a concentration in computer science.

The one-year program leading to a certificate of proficiency prepares the student for employment in the fields of computer operations, data preparation and entry.

The two-year programs lead to an associate in applied science degree in which the student may choose the programming or microcomputer option.

The other two-year degree, Associate in Arts degree with a Concentration in Computer Science on page 36, prepares the student for advancement to an upper-level university.

A student seeking a four-year degree should see a faculty advisor for academic advisement.

CS 113A Introduction to Computers (3-0)
Provides a thorough introduction to the history, concepts and terminology involving computers. BASIC language included. This course is also offered through instructional television.

CS 113C Computer Literacy (3-3)
Introductory "hands-on" course using microcomputers to study system commands and major software packages. Includes history of computers.

CS 113K Introduction to Computer Operations (3-3)
Computer operations ranging from microcomputers to large systems with "hands on" provided.

CS 113L Introduction to Computer Programming Logic (3-0)
Introduction to the concepts and terminology involving structured programming techniques.

CS 113M DOS/Data Entry (3-0)
Essential PC DOS commands and Data Entry concepts and skills.

CS 113P Computer Programming: PASCAL (3-3)
An introduction to programming concepts using the PASCAL language.

CS 113V Business Computer Applications (3-3)
A study of essential DOS commands, word processing, electronic spread-sheet, database, and basic language. Includes history, business uses, and applications of computers. (Meets prerequisite for BUS 214)
Prerequisite: MTH 013M.

CS 123B Computer Operating Systems (3-3)
Establishes marketable skills in advanced computer operation concepts and procedures.
Prerequisite: CS 113K.

CS 123C Management Computer Use (3-0)
Acquaints students with management theories and practices as related to a computerized environment.

CS 123E Computer Programming: Assembly Language (3-3)
A detailed study of IBM mainframe assembly language programming and debugging techniques.
Prerequisites: MTH 123E (or equivalent) or CS 113L or 113P or consent of the instructor.

CS 123L Advanced Computer Programming Logic (3-0)
An advanced study of structured programming logic.
Prerequisite: CS 113L or consent of the instructor.

CS 123M Data Entry II (3-3)
Builds marketable, professional skills of speed, accuracy and validation of data.
Prerequisite: CS 113M.

CS 123T Lotus 1-2-3 (3-0)
Introductory study of professional business spreadsheets, LOTUS 1-2-3.

CS 123V Computer Programming: C (3-3)
A study of high-level programming language using the C language.
Prerequisite: MTH 123E (or equivalent) or CS 113L, 113P, ELC 123S or consent of instructor.

CS 213A Computer Programming: COBOL (3-3)
A high-level business language using structured techniques.
Prerequisite: MTH 123E (or equivalent) or CS 113L or 113P or consent of instructor.

CS 213B Systems Analysis (3-0)
Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.
Prerequisite: CS 113A or consent of instructor.

CS 213F Computer Programming: QUICK BASIC (3-3)
Develops beginning programming skills as commonly implemented in business and scientific environments.
Prerequisite: MTH 123E (or equivalent) or CS 113L or 113P or consent of instructor.

CS 213H Extended DOS (3-3)
A study of PC/MS DOS advanced commands and usage; development of menu systems.

CS 213R Computer Programming: RPG II (3-3)
A study and use of RPG II Language comparable used with the new IBM AS400 minicomputer.
Prerequisite: MTH 123E (or equivalent) or at least one previous language or consent of the instructor.

CS 223A Advanced Computer Programming: COBOL (3-3)
File maintenance, structures and utilities using COBOL language.
Prerequisite: CS 213A or consent of the instructor.

CS 223C Computer Programming: FORTRAN (3-3)
A study of high-level, math-oriented language.
Prerequisite: MTH 123E (or equivalent) or CS 113L or 113P or consent of instructor.

CS 223G Advanced Computer Programming: BASIC Language (3-3)
Advanced programming skills with major emphasis on interactive business applications.
Prerequisite: CS 213F or consent of the instructor.

CS 223J Data base Concepts with Programming (3-3)
Data Base concepts including programming.
Prerequisite: CS 113C or consent of the instructor.

CS 223V Professional Development Seminar (1-20)
Open to computer science majors. Provides on-the-job training and assists the student in adapting computer skills and principles to job situations.
Prerequisite: Employment in the computer field (minimum of 15 hours per week).

CS 113Y, 123Y, 213Y and 223Y Special Topics (3-0)
Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

Criminal Justice 7021

Students successfully completing this program receive the associate in applied science degree and will be eligible to sit for the Texas peace officer licensing examination.

CJ 113 Introduction to Criminal Justice (3-0)
Provides an overview of the United States and European criminal justice systems.

CJ 113B Police Systems and Practices (3-0)
The police profession, organization of law enforcement systems, the police role, ethics, police community interaction and current and future issues.

CJ 113C Probation and Parole (3-0)
Introduces the student to criminal corrections and its place in the criminal justice system.

CJ 113E Crime in America (3-0)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CJ 123B Police Role in Crime and Delinquency (3-0)
A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CJ 123C Patrol Administration (3-0)
Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CJ 123D Criminology (3-0)
Presents theories, causes of crime and criminal typologies.

CJ 213A Criminal Investigation (3-0)
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CJ 213B Legal Aspects of Law Enforcement (3-0)
Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability.

CJ 213C Criminalistics (3-1)
Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CJ 213D Correctional Systems and Practices (3-0)
Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation and current and future issues.

CJ 213E Texas Peace Officer Law (3-2)
Laws directly related to police field work; including traffic, intoxicated drivers, penal code, elements of crimes, the family code, alcoholic beverage code and civil liability. **Prerequisite:** Twelve semester hours of credit in criminal justice, and consent of the program director.

CJ 223B Traffic Planning and Administration (3-0)
Introduces the student to the problems of traffic control using the Texas motor vehicle laws as a guide.

CJ 223C The Courts and Criminal Procedure (3-0)
The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

CJ 223D Fundamentals of Criminal Law (3-0)
A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility.

CJ 223E Police Defensive Tactics (3-3)
Practice in the techniques of arrest, prisoner searches and the use of batons and firearms. CJ major medically qualified with no felony convictions.

CJ 223F Texas Peace Officer Procedures (3-2)
Techniques and procedures used by police officers on patrol; including controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations.
Prerequisite: Texas peace officer law CJ 213E or may be taken concurrently.

CJ 223H Community Resources in Corrections (3-0)
An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

CJ 223J Texas Peace Officer Skills (3-3)
Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.
Prerequisite: Texas peace officer law CJ 213E and Texas peace officer procedures CJ 223F; or may be taken concurrently.

CJ 223K Criminal Justice Internship (1-20)
Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.

Dance

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DNC 111C Introduction to Dance (0-3)
An introduction to the art of dance through participation and instruction in a variety of dance activities and techniques.

DNC 121C Introduction to Dance (0-3)
A continuation of DNC 111C.

DNC 211C Appreciation of Dance (0-3)
Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance.

DNC 221C Appreciation of Dance (0-3)
A continuation of DNC 211C.

DNC 112C, 122C, 212C, 222C Dance Practicum (1-5)
A practicum in dance as a performing art.

DNC 112T Tap (2-1)
Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DNC 122T Tap (2-1)
A continuation of DNC 112T. Introduces concepts of group and solo work.

DNC 113 Modern Dance (2-1)
Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DNC 113A Modern Dance (2-1)
A continuation of DNC 113. Introduces concepts of partnering along with solo group work.
Prerequisite: Dance 113.

DNC 123 Jazz (2-1)
Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DNC 123A Jazz (2-1)
A continuation of DNC 123. Introduces concepts of solo and group work.
Prerequisite: Dance 123.

DNC 213 Ballet (2-1)
Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movement as well as precision in execution.

DNC 213A Ballet (2-1)
A continuation of DNC 213. Introduces variations from the classical and neo-classical repertoire.
Prerequisite: DNC 213.

DNC 213B Intermediate Ballet (2-1)
A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.
Prerequisite: DNC 213A.

DNC 213C Intermediate Ballet (2-1)
Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.
Prerequisite: DNC 213B.

Dental Hygiene 8034

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. See the Selected Admissions requirements in the admissions section of this catalog.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College will require individual consideration.

DH 112 Introduction to Dental Hygiene (6.4-6.4) (5 weeks)
A study of the role of the dental hygienist in preventive dentistry.
Prerequisite: Admittance to program.

DH 113 Oral Anatomy and Physiology (3-2)
Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.
Prerequisite: Admittance to program.

DH 113D Oral Histology and Embryology (3-0)
Microanatomy of oral cavities, development and function.
Prerequisite: Admittance to program.

DH 114 Dental Hygiene Radiography (3-3)
Radiographic techniques, processing and mounting and radiation safety procedures.
Prerequisite: Admittance to program.

DH 114C Dental Hygiene Clinic I (3-6)
Theory and principles of instrumentation, current practices in infection control and hazard communication complying with OSHA guidelines.
Prerequisite: Admittance to program..

DH 122 Dental Materials (2-2)
Identification, properties, manipulation, application and maintenance of materials used in dentistry.
Prerequisite: Admittance to program.

DH 122A Pathology (2-0)
Basic pathology relevant to dental hygiene practice.
Prerequisite: BIO 114D, 124D.

DH 122B Oral Pathology (2-0)
A study of diseases affecting the oral cavity.
Prerequisite: DH 113.

DH 123C Dental Hygiene Clinic II (2-8)
Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.
Prerequisites: DH 114C and DH 114.

DH 212 Pharmacology (2-0)
Concepts of pharmacology in relation to dentistry.
Prerequisite: DH 122A, 122B.

DH 212D Clinical Nutrition (2-0)
Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.
Prerequisite: CHM 113D.

DH 212P Periodontology (2-2)
A study of the etiology and characteristics of periodontal disease with correlation of clinical treatment.
Prerequisite: DH 123C.

DH 213C Dental Hygiene Clinic III (2-12)
Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.
Prerequisite: DH 123C.

DH 213H Community Dental Health (3-1)
Promotion of dental health in the prevention of dental disease and public health methods.
Prerequisite: DH 123C.

DH 221S Seminar (1-0)
A study of practice management skills with emphasis on communicating with dental patients.
Prerequisite: Enrollment in second year DH courses.

DH 223C Dental Hygiene Clinic IV (2-12)
Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.
Prerequisite: DH 213C.

DH 223H Community Dental Health II (3-1)
Implementation of community program plans and study of alternative practice settings in dental hygiene.
Prerequisite: DH 213H.

Diagnostic Medical Sonography

This one-year curriculum is designed to prepare those who successfully complete it to perform diagnostic examinations using high frequency sound waves to visualize soft tissue structures as requested by a physician. Sonographers work in hospitals, clinics, laboratories and doctors' offices.

Enrollment in this program is limited to those who have already completed a two-year degree in an allied health related training program, i.e., registered nurse, radiologic technologist or respiratory therapist. See the Selected Admissions requirements in the admission section of this catalog.

All courses in this program must be completed with a grade of "C" or better to progress to the next course and students who successfully complete this program are awarded a certificate of proficiency.

DMS 113 Sonographic Physics (3-0)
The nature, generation and detection of ultrasound. Physical principles based on the wave nature of sound. Including wave propagation and wave properties such as velocity, reflection, refraction, attentuation, interference and defraction. The basic components of an ultrasound detecting system are presented, including transducers and display systems for both A- and B-mode scanning. Methods of detecting motion are also discussed, including pulsed techniques, Doppler methods and real-time systems.

DMS 113A Ultrasound Anatomy and Pathology I (3-0)
Sagittal and cross-sectional anatomy and their relationship to ultrasound findings. To develop the findings of pathological and physiological alteration on ultrasound examinations; and to develop the correlative changes with other imaging modalities.

DMS 113B Abdominal Ultrasound (3-3)
Study and uses of ultrasound in its application in the diagnosis of disorders of the abdomen. Differential diagnosis and clinical pathology as related to disorders of the abdomen.

DMS 113C Ultrasound Technology Practicum I (1-27)
Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMS 123 Ultrasound Principles and Techniques I (3-0)
The basic principles and techniques of diagnostic ultrasound. Modes of operation, imaging and display techniques and equipment standards. Role of ultrasound in patient management.

DMS 123A Ultrasound Anatomy and Pathology II (3-0)
Sagittal and cross-sectional anatomy and their relationship to ultrasound findings. To develop the findings of pathological and physiological alteration on ultrasound examinations; and to develop the correlative changes with other imaging modalities.

DMS 123C Obstetrics and Gynecology Ultrasound (3-3)
The applications and scanning methods of ultrasound in obstetrics and gynecology, non-pregnant uterus and early pregnancy examinations, estimation of gestational age, the placenta, late pregnancy, abnormal growth and development, amniocentesis, ectopic gestation, tumor and problems of pelvic inflammatory diseases and pelvic abcesses.

DMS 123D Ultrasound Technology Practicum II (1-24)
Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMS 133 Special Studies in Ultrasound (3-0)
Overview of other modes involving ultrasound such as echocephalography, echocardiography, plethismography, Doppler methods, etc.

DMS 133A Departmental/Ultrasound Administration (3-0)
Records maintenance, coding and indexing, fiscal management principles, personnel management and procedures, operational efficiency and effectiveness of ultrasound; quality control techniques.

DMS 133B Ultrasound Principles and Techniques II (3-0)
Continuation of Ultrasound Principles and Techniques I.

DMS 133C Ultrasound Practicum III (1-24)
Continuation of Ultrasound Practicum I and II.

Drafting

(See Computer-Aided Drafting)

Economics

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECO 213 Principles of Economics (3-0)
An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECO 223 Economic Problems (3-0)
A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Education

ED 111 Orientation to Education (1-0)
An introduction to the teaching profession, to include information about teaching and administrative careers available, teaching field options, employment conditions and requirements for teacher certification (TASP). Recommended for all students who plan to seek careers in teaching.

Electronics Engineering Technology 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in the semiconductor industry, microcomputer applications, artificial intelligence, robotics, LASERs and fiber optics, sophisticated communications equipment and alternate energy sources have led to an increased need for technicians to maintain these high-technology systems. Electronics engineering technicians design, prototype, install, maintain, troubleshoot and repair electronic equipment in electronics and related industries.

The electronics engineering technology curriculum provides students the opportunity to study digital electronics, microprocessors, industrial automation, robotics, electronic telecommunications and electrical power technology.

After successfully completing the two-year program, the student receives the associate in applied science degree.

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for electronic service technicians has increased.

The one-year certificate in microcomputer and electronic services is designed to prepare the student as a electronic service technician, fully competent to perform repair and maintenance of microcomputers and consumer electronics equipment. The one-year curriculum, consisting of eight-week courses, is targeted toward the student who wishes to spend minimal time in "formal" training in order to quickly enter the job market with a salable skill. After successfully completing the one-year program, the student receives a certificate of proficiency.

ELC 112A DC and AC Circuits
(4-4) (8 weeks)
An introduction to DC electronic circuits and basic AC circuits with an emphasis on location, testing and replacement of defective components..

ELC 112D Digital Logic Circuits
(4-4) (8 weeks)
An introduction to digital logic devices and circuits including basic logic gates, logic circuit simplification and troubleshooting of logic circuits.

ELC 112M Microcomputer Hardware
(4-4) (8 weeks)
An introduction to the modular hardware components of the microcomputer including the disassembly and assembly of the microcomputer with an emphasis on terminology.

ELC 112S Operating Systems and Diagnostic Software (4-4) (8 weeks)
An introduction to microcomputer operating systems including DOS and diagnostic software for troubleshooting microcomputer systems..

ELC 122A Semiconductor Circuits
(4-4) (8 weeks)
A study of troubleshooting techniques for the location, testing and replacement of electronic devices including diodes, transistors and integrated circuits.
Prerequisite: ELC 112A.

ELC 122D Microprocessor Circuits
(4-4) (8 weeks)
A study of microprocessors and related microcomputer components including RAM's, ROM's, coprocessors and I/O devices.
Prerequisite: ELC 112D.

ELC 122M Microcomputer Peripherals
(4-4) (8 weeks)
An exploration of microcomputer peripheral equipment including printers, plotters, digitizers and modems with an emphasis on installation and system configuration.
Prerequisite: ELC 112M.

ELC 122S Applications Software
(4-4) (8 weeks)
Installation and basic operation of microcomputer software packages with emphasis on diagnosis of software problems.
Prerequisite: ELC 112S.

ELC 212A Audio and Video Circuits (4-4) (8 weeks)
Fundamentals of audio and video circuit operation and troubleshooting techniques for location, testing and replacement of defective components.
Prerequisite: ELC 122A.

ELC 212E Electronic Security Systems (4-4) (8 weeks)
Installation and troubleshooting of electronic security systems including sensors, cabling, alarms, control systems and telephone interfaces.
Prerequisites: ELC 122A and ELC 122D.

ELC 212M Microcomputer Systems and Networks (4-4) (8 weeks)
Microcomputer system installation and configuration including hardware connections, software drivers, protocals and network topology.
Prerequisites: ELC 122M and ELC 122S.

ELC 212P Power Supply Circuits (4-4) (8 weeks)
Fundamentals of power supply circuits and troubleshooting techniques for location, testing and replacement of defective components in low-voltage and high-voltage power supplies.
Prerequisite: ELC 122A.

ELC 222C Paging and Two-way Communications Equipment (4-4) (8 weeks)
A study of paging systems, two-way radio communications equipment, and cellular telephone networks, with an emphasis on installation and troubleshooting.
Prerequisites: ELC 212A and ELC 212P.

ELC 222H Home Entertainment Equipment (4-4) (8 weeks)
Troubleshooting and repair of televisions, stereos, video cassette recorders, microwave ovens and related home entertainment equipment.
Prerequisites: ELC 212A, ELC 122D and ELC 212P.

ELC 222M Electronic Office Automation Equipment (4-4) (8 weeks)
A study of troubleshooting techniques for office automation equipment including wordprocessors, photocopiers and FAX machines.
Prerequisite: ELC 212M.

ELC 222V Video, Amusement and Vending Equipment (4-4) (8 weeks)
Fundamentals of operation of video games, electronic amusement equipment and vending machines with an emphasis on troubleshooting and repair techniques.
Prerequisites: ELC 122D, ELC 212A and ELC 212P.

ELC 113A DC and AC Circuit Analysis (3-3)
An introduction to analog electronics including resistors, inductors and capacitors in DC and AC circuits. Ohm's Law, network theorems, the j-operator, resonance and filters are emphasized.
Prerequisite: MTH 113 or concurrent enrollment.

ELC 113D Digital Logic Circuit Analysis (3-3)
An introduction to digital electronics including combinational logic circuit design and troubleshooting. Digital logic gates, Boolean algebra and Kanaugh maps are emphasized in the analysis of adders, encoders/decoders, multiplexers/demultiplexers and arithmetic logic units.

ELC 113E Basic Electronics Survey (3-0)
A survey of basic electronics for those students not majoring in electronics engineering technology. Introduces students to a wide variety of components and equipment most common to industry.

ELC 113F Electronic Design and Fabrication (3-3)
An introduction to electronic circuit fabrication techniques, including schematic diagrams, soldering, printed circuit board design and printed circuit board production. The student constructs several electronics projects using a wide range of electronics components.

ELC 113I Industrial Electricity/ Electronics (3-3)
Fundamentals of electricity and electronics as related to industrial applications. Electrical wiring, electric motors and industrial electronic devices are emphasized.

ELC 123A Semiconductor and Microelectric Devices (3-3)
A study of semiconductor devices and circuits including diodes, transistors, industrial control devices, operational amplifiers, and analog microelectronic integrated circuits. Power supply circuits and amplifiers are emphasized.
Prerequisite: ELC 113A.

ELC 123D Digital Systems and Microprocessors (3-3)
Advanced digital concepts and an introduction to microprocessor system architecture including sequential logic circuits, counters, registers, programmable logic devices and memory devices.
Prerequisite: ELC 113D.

ELC 123I Industrial Power Applications (3-3)
An introduction to the generation, application and control of three-phase voltages including generators, transmission systems, transformers, three-phase motors and maintenance procedures.
Prerequisite: ELC 113I.

ELC 123K Introduction to Computer Hardware (3-0)
Explores fundamental computer hardware and its relationship to software and logic. For hobbyists and computer science students.

ELC 123M Assembly Language Programming for Microprocessors (3-3)
Machine and assembly language programming for microprocessors and microcomputers with an emphasis on problem solving, diagnostic software and troubleshooting techniques.

ELC 123R Industrial Electronics and Process Control (3-3)
Industrial control devices and applications including transformers, brushless and stepper DC motors, three-phase AC circuits, transducers, process control instrumentation and programmable controllers.
Prerequisites: ELC 113A and ELC 113D.

ELC 213I Industrial Instrumentation and Motor Controls (3-3)
A study of electric motors and motor control devices common to a modern industrial environment. Relay controls, programmable controllers, ladder logic diagrams, microcontrollers and systematic maintenance and troubleshooting techniques are included.
Prerequisite: ELC 123I.

ELC 213M Microprocessor Systems Architecture (3-3)
Microprocessor systems architecture including the design, protyping and troubleshooting of a microcomputer system. The student constructs a single-board microprocessor-based computer.
Prerequisites: ELC 123D and ELC 123M.

ELC 213R Industrial Automation (3-3)
Applications of programmable controllers, microcontrollers and industrial process control systems to the automation of manufacturing and processing industries. Electronic devices, power control circuitry, pulse modulation, telemetry and data communications are emphasized.
Prerequisite: ELC 123R.

ELC 213T Electronic Communications (3-3)
The concepts and circuits of electronic communications systems including transmitters, receivers, and antenna systems as related to high-frequency and microwave propagation.
Prerequisite: ELC 123A.

ELC 223M Microprocessor Interfacing (3-3)
Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices and data communication networks.
Prerequisite: ELC 213M.

ELC 223R Industrial Robotics (3-3)
Industrial automation applications including robotics, computer-integrated manufacturing, flexible manufacturing systems and artificial intelligence. Hydraulic, pneumatic and electrical drive systems are included.
Prerequisites: ELC 213R or ELC 213I.

ELC 223T Telecommunications (3-3)
A study of modern telecommunication systems including telephone switching, digital modulation techniques, LASERS and fiber optics, satellite communications and telecommunications networks.
Prerequisites: ELC 213M and ELC 213T.

Emergency Medical Technology 8040

The emergency medical technology program offers courses for state certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician, emergency medical technician-intermediate, and emergency medical technician-paramedic. Certification at the state level may be achieved without completion of the requirements for degree. All courses are approved by the certifying organization, the Texas Department of Health Bureau of Emergency Management.

All courses of the emergency medical technology curriculum must be completed with a "C" or better to be eligible to take the state exam or progress to the next level course.

Enrollment in this program is limited.

See the Selected Admissions requirements in the admissions section of this catalog.

EMT 111 Clinical Practice I (0-3)
Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMT 114.

EMT 114 Emergency Medical Procedures I (3-5.25)
Basic emergency care with emphasis on skills-development. Lectures include multiple trauma and acute intervention as applicable to EMT situations. Clinical time includes a minimum number of ambulance runs and hospital training as required by state law.

EMT 121 Clinical Practice II (0-9)
Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMT 124.

EMT 123 Mathematics for EMT (3-0)
The application of mathematics to problem solving in emergency medical technology, including the metric system, ratios and proportions, dilution calculations, percentages, IV calculations and oxygen administration calculations.

EMT 124 Emergency Medical Procedures II (3-5)
Advanced emergency skills, shock and respiratory management.

EMT 212 Clinical Practice III (0-13)
Continuation of EMT 121. Must be taken concurrently with EMT 214.

EMT 214 Emergency Medical Procedures III (3-5)
Advanced pulmonary, medical and trauma related emergencies, prehospital emergency medical pharmacology, advanced cardiac life support and cardiovascular emergencies.

EMT 222 Clinical Practice IV (0-13)
Clinical applications for sophomore emergency medical technician students. Must be taken concurrently with EMT 224.

EMT 223S Special Topics (3-0)
Topics will be determined by the program director and the medical director and will reflect current practices and equipment in specialized areas of pre-hospital emergency medical care. May be repeated for credit when topic changes.

EMT 224 Emergency Medical Procedures IV (3-5)
Emergency medical procedures relating to all human systems, including respiratory, cardiovascular, neurological, reproductive, endocrine, integumentary and skeletal, and management of behavioral emergencies, the emotionally disturbed, and mass casualty incident management.

EMT 224A Emergency Care (3-3)
Emergency medical techniques applicable to related health professions; CPR, medical aids to breathing, bandaging, splinting, traction, lifting and moving and vital signs. (Meets ECA requirements)

Engineering

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

Colleges and universities no longer allow advanced algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four-year program for a degree in these fields, it is desirable that the student take Calculus I with analytic geometry (Mathematics 213A) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

EGR 111 Introduction to Engineering (1-0)
Fields and opportunities within the scope of professional work.

EGR 113 Engineering Design Graphics I (3-3)
An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Replaces DFT 113A and EGR 112)

EGR 121 Engineering Analysis (1-0)
Analyzing and solving engineering problems including computational methods and devices.

EGR 123 Engineering Design Graphics II (3-3)
A study of the problem solving principles of orthographic projection and descriptive geometry. (Replaces DFT 213D and EGR 122).
Prerequisite: EGR 113.

EGR 213 Engineering Mechanics I (Statics) (3-0)
Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.
Prerequisite: Credit or registration for Mathematics 213B and Physics 124A.

EGR 223A Engineering Mechanics II (Dynamics) (3-0)
Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.
Prerequisite: Engineering 213 and Mathematics 213B.

English

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENG 011W Writing Laboratory (1-2)
Designed to identify deficiencies and improve writing skills necessary for college-level academic work.

ENG 013E Developmental English I (3-0)
Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph development using standard American English.
(Required of students who do not present qualifying TASP or local English placement test scores.)

ENG 023E Developmental English II (3-0)
Review of basic sentence skills taught in English 013E but with emphasis on writing logically developed short essays in standard American English.
(Required of students who do not present qualifying TASP test scores.)

ENG 013P Spelling and Phonics (3-0)
Emphasizes mastery of the most commonly misspelled words, spelling and syllabication rules, consonant and vowel spellings, dictionary usage and pronounciation symbols.

ENG 041E English Review (1-0)
Review and practice in both recognizing various elements of effective writing and also composing original writing samples that effectively communicate a whole message to a specified audience for a stated purpose.
Prerequisite: Consent of program director.

ENG 113 Composition and Rhetoric (3-0)
Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.
Prerequisite: Qualifying TASP or local English placement test scores.

ENG 123 Composition and Rhetoric (3-0)
A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.
Prerequisite: ENG 113.

ENG 123B Technical Report Writing (3-0)
(Formerly listed as English 223B)
Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.
Prerequisite: English 113.

ENG 213 World Literature (3-0)
A study of the masterpieces of Western world literature from Homer through the Renaissance.
Prerequisite: English 123.

ENG 213A Survey of Short Fiction (3-0)
A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.
Prerequisite: English 123.

ENG 213B English Literature (3-0)
A survey of the major works, writers, and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.
Prerequisite: English 123.

ENG 213E English Literature II (3-0)
A survey of the major works, writers, and themes of English literature beginning with the Romantic period and continuing to the twentieth century emphasizing extensive reading and class discussions.
Prerequisite: English 123.

ENG 213L American Literature (3-0)
A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.
Prerequisite: English 123.

ENG 213S Selected Studies in Literature (3-0)
Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.
Prerequisite: English 123.

ENG 223 World Literature (3-0)
A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.
Prerequisite: English 123.

ENG 223L American Literature (3-0)
A survey of representative writers and literary trends from the Period of Realism to the present.
Prerequisite: English 123.

ENG 223S Selected Studies in Literature (3-0)
Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.
Prerequisite: English 123.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the associate in applied science degree.

Those completing all farm and ranch management courses listed in the curriculm with a minimum of a "C" average are awarded a certificate of proficiency.

RMG 113 Principles of Soil Management (3-6)
Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

RMG 113A Principles of Animal Husbandry (3-6)
Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

RMG 113C Farm Buildings and Construction (2-4)
Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

RMG 116S Ranch Training On-The-Job (3-37)
Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.
Prerequisite: Students must have completed a minimum of 9 semester hours in farm and ranch management courses.

RMG 123A Agriculture Economics and Finance (3-0)
National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

RMG 123D Farm Power Machinery (2-4)
Operation and service of farm equipment and proper crop production using power equipment.

RMG 123F Principles of Feed Production (3-6)
Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

RMG 213A Livestock Rations and Application (3-6)
Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

RMG 214 Farm Shop (3-6)
Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

RMG 223 Animal Health (3-6)
Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

RMG 223A Farm and Ranch Records (3-0)
Principles of farm bookkeeping with each student developing farm and ranch accounts.

RMG 223B Principles of Beef Cattle Production (3-6)
Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

RMG 223C Principles of Agricultural Marketing (3-3)
Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

RMG 223D Principles of Livestock Reproduction (3-6)
Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

RMG 223E Farm Shop II (1-4)
Special topics welding course in which content may vary and may be repeated but the course will only apply once toward graduation.

Fashion Merchandising and Retailing 5623

The fashion merchandising and retailing curriculum provides a business and creative approach to the operations unique to the retail industry. It combines lecture and laboratory and the option to get on-the-job training for a career in retailing.

This program is designed to meet the needs of students preparing for careers in retailing as well as men and women who are actively engaged in the industry and need to sharpen their skills.

Upon successful completion of this two year curriculum, the student will receive an associate in applied science degree.

FMR 113 Introduction to Retailing (3-0)
An overview of the fashion industry including a study of the people, procedures and concepts unique to the fashion business; industry vocabulary stressed.

FMR 113B Fashion, Color, Line and Design (3-0)
Covers principles and elements of fashion design and reviews the historical fashion changes.

FMR 113C Fashion Textiles (3-0)
Studies the properties and performance of textiles normally used in apparel and reviews the principles of marketing and distributing textile products.

FMR 123 Fashion Marketing (3-0)
Analysis of the marketing task and the examination of the major policies that underlie the activities of marketing institutions.

FMR 123B Fashion Apparel: Manufacturing and Design (3-1)
Includes a study of apparel design and manufacture, industry terminology, American and foreign designers and quality at different price levels.

FMR 123C Sales Promotion (2-2)
Study of the fundamentals of advertising and the relationship of publicity to the promotion of retailing events and to the sale of merchandise. Store layout and floor merchandising are covered in detail.

FMR 213 Visual Merchandising (2-2)
Methods and techniques relating to window and in store display to promote the sale of merchandise. Other visual merchandising areas of study include fashion show production and cataloging.

FMR 213A Professional Development Training I (1-20)
A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20-hour-a-week approved job; serves as laboratory work.

FMR 223 Retail Buying (3-0)
A detailed study of the organizational structure of buying, the fundamentals of effective purchasing and the buyer's role in planning.

FMR 223A Professional Development Training II (1-20)
A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20-hour-a-week approved job; serves as laboratory work.

FMR 223B Retail Mathematics (3-0)
Mathematical functions required of a buyer and retail terms used in the market. Course should be taken concurrently with FMR 223.

Fire Protection Technology 6821

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FPT 113 Fundamentals of Fire Protection (3-0)
Introduces the student to the history and philosophy of fire protection.

FPT 113A Industrial Fire Protection I (3-0)
Introduces the student to the concerns and safeguards of fire protection programs in industry.

FPT 113B Fire Safety Education (3-0)
Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FPT 113C Advanced Fire Loss Statistical Systems (3-0)
A study of storing, retrieving and using data related to fire loss statistics.

FPT 113D Fire Insurance Fundamentals (3-0)
The relationship between fire defenses, fire losses and insurance rates.

FPT 113E Legal Aspects of Fire Protection (3-0)
A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FPT 113F Fire Service Communications (3-0)
The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FPT 113G Urban Fire Problem Analysis (3-0)
The assessment and analysis methods used to study urban fire problems.

FPT 113H Fire Science Chemistry (3-0)
Provides the student with a basic understanding of organic and inorganic chemistry.

FPT 123 Fire Protection Systems (3-0)
A study of standards for fire hazard protection systems.

FPT 123A Fire Prevention (3-0)
The objectives, principles, techniques and procedures of fire prevention programs.

FPT 123B Industrial Fire Protection II (3-0)
Examines the problems and programs of industrial fire protection.

FPT 123H Fire Science Chemistry II (3-0)
A continuation of FPT 113H with emphasis on hazardous chemicals.
Prerequisite: FPT 113H.

FPT 213 Fire Administration I (3-0)
A study of fire department management and related problems.

FPT 213A Building Codes and Construction (3-0)
A study of building and construction with emphasis on fire-resistant materials.

FPT 213B Fire and Arson Investigation (3-0)
A study of arson investigation techniques and related criminal procedures.

FPT 223 Hazardous Materials I (3-0)
Examines the behavior of various materials that burn or react violently.

FPT 223A Fire Administration II (3-0)
Examines training, preparation of budgets, insurance rates and related topics.

FPT 223B Fire Fighting Tactics and Strategy (3-0)
Emphasis on preplanning studies and decision-making in conflagration problems.

FPT 223C Hazardous Materials II (3-0)
Examines storing, handling and fire fighting techniques associated with hazardous materials.
Prerequisite: FPT 113H.

FPT 223D Arson Investigation II (3-0)
Techniques of fire investigations, fire patterns identification, crime scene investigation, motives of arsonists, the proper handling and submission of evidence.
Prerequisite: Arson Investigation I or consent of program director.

Foreign Language

A student majoring in foreign language should see the foreign language director for help in completing a course plan.

French

FR 113 Conversational French (3-0)
An introduction to French language and culture through conversational patterns using audio-visual materials with emphasis on oral performance; for beginning students.

FR 123 Conversational French (3-0)
A continuation of FR 113.
Prerequisite: FR 113 or equivalent.

FR 114 Elementary French I (3-2)
An audio-lingual approach to the French language and culture including the fundamentals of grammar with an emphasis on oral performance; for beginning students.

FR 124 Elementary French II (3-2)
Continuation of FR 114.
Prerequisite: FR 114 or equivalent.

FR 211 Language Practicum (1-0)
Additional individualized study to build vocabulary orally with written reinforcement; may be repeated with change of topic.
Prerequisite: FR 113, 114 or with consent of program director.

FR 213 Intermediate French I (3-0)
An intensive review of French grammar through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.
Prerequisite: FR 124 or equivalent.

FR 223 Intermediate French II (3-0)
Continuation of FR 213.
Prerequisite: FR 213 or equivalent.

German

GER 114 Elementary German I (3-2)
The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

GER 124 Elementary German II (3-2)
A continuation of GER 114.
Prerequisite: GER 114 or equivalent.

Spanish

SPN 113 Conversational Spanish (3-0)
An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual materials with an emphasis on oral performance; for beginning students.

SPN 123 Conversational Spanish (3-0)
A continuation of SPN 113.
Prerequisite: SPN 113 or consent of program director.

SPN 114 Elementary Spanish I (3-2)
The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

SPN 124 Elementary Spanish II (3-2)
A continuation of SPN 114.
Prerequisite: SPN 114 or equivalent.

SPN 211 Language Practicum (1-0)
Additional individualized study to build vocabulary orally with written reinforcement; may be repeated with change of topic.
Prerequisite: SPN 113, 114 or consent of program director.

SPN 213 Intermediate Spanish I (3-0)
Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video format; conducted mainly in Spanish.
Prerequisite: SPN 124 or equivalent.

SPN 223 Intermediate Spanish II (3-0)
A continuation of SPN 213. Includes a novel of a major Hispanic author along with a more in-depth look at verbal patterns.
Prerequisite: SPN 213 or equivalent.

General Business

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business. It is directed at the new student who desires an applied, practical course of study leading to employment in the general business world. It is also particularly suited to the returning student who desires retraining in business.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in general business

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GGR 223 World Geography (3-0)
Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries.

Geology

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

GEO 114 General Geology (3-3)
Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

GEO 114E Environmental Geology (3-3)
A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

GEO 114T Earth Science (3-3)
Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rock and fossils. **This course will NOT substitute for Geology 114 or 124.**

GEO 124 General Geology (3-3)
Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

Government

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOV 213 American Government (3-0)
A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. Sophomore standing suggested. This course is also offered through instructional television.

GOV 223 American State Government (3-0)
Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. Satisfies the state requirements for teacher certification. Sophomore standing is suggested. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the associate in applied science degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GAP 113 Basic Photography (2-4)
Basic requirements of black and white photography, camera use, film development and print making.

GAP 113A Basic Graphics (2-4)
Basic principles of graphic design and layout including artwork and images for graphic reproduction.

GAP 113B Introduction to Photography I (3-0)
A non-laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques.

GAP 113C Introduction to Graphic Arts (3-0)
A non-laboratory course covering the equipment, processes, elements and phases of graphic arts.

GAP 113D Introduction to Photography II (3-0)
A non-laboratory course exploring advanced 35mm camera and equipment use techniques and subject composition.
Prerequisite: GAP 113B or consent of the program director.

GAP 113E Video Camera Techniques (2-4)
Basic video camera techniques including video and audio planning.

GAP 113F Airbrush Techniques (2-4)
Basic airbrush techniques, procedures and equipment.

GAP 113G Desktop Publishing I (2-4)
Entry-level desktop publishing for industry.

GAP 113H Silk Screen and Sign Painting (2-4)
Basic skills and techniques of silk screen printing and sign painting using the graphic arts process.

GAP 113J Computer Typesetting (2-4)
Basic graphic arts typesetting using the computer.

GAP 123 Advanced Photography (2-4)
Advanced applications in exposure and process control of black and white negatives and prints.
Prerequisite: GAP 113 or consent of the program director.

GAP 123B Reproduction Layout and Design (2-4)
Principles of planning design and layout preparation of images used in photo-conversion for graphic arts.
Prerequisite: GAP 113A or consent of the program director.

GAP 123G Desktop Publishing II (2-4)
Advanced desktop publishing.
Prerequisite: GAP 113G or consent of the program director.

GAP 213 Commercial Photography I (2-4)
Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.
Prerequisite: GAP 123 or consent of the program director.

GAP 213A Photographic Reproduction (2-4)
Methods of converting camera-ready images to the printed page.
Prerequisite: Concurrent enrollment in GAP 113A or consent of program director.

GAP 213C Color Photography I (2-4)
Concentrated practice in exposing and processing transparencies and color negatives with emphasis on color printing.
Prerequisite: GAP 123 or consent of the program director.

GAP 223 Portrait Photography (2-4)
Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.
Prerequisite: GAP 123 or consent of the program director.

GAP 223A Graphic Reproduction (2-4)
Color registration printing and general shop operations as applied to four-color printing.
Prerequisites: GAP 113A and 213A or consent of the program director.

GAP 223B Commercial Advertising Techniques (2-4)
Modern commercial advertising techniques employed with four-color separation.
Prerequisites: GAP 113A and 213A or consent of the program director.

GAP 223C Color Photography II (2-4)
Color sensitometric evaluation procedures used in color negative printing and direct and indirect printing via transparencies.
Prerequisite: GAP 213C or consent of the program director.

GAP 223D Commercial Photography II (2-4)
Additional experience in the use of the large format camera and completion and presentation of a portfolio.
Prerequisite: Student must have completed at least 24 hours of GAP courses before enrolling.

Health and Kinesiology

A student majoring in health and/or kinesiology should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and kinesiology program is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to kinesiology, sport sciences and health.

The curriculum stresses student participation, development, problem-solving skills and independence. HK 111 is required for all degrees.

HK 111 Physical Fitness and Health Concepts (1-2)
Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Kinesiology activity courses are offered in these areas:

HK 111A Organized Athletics (0-3)
First semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles and cheerleaders.

HK 111S Non-Swimmers (0-3)
A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

HK 111X Physical Conditioning (0-3)
The course will develop aerobic endurance, muscular strength and flexibility. Conditioning will be developed through a variety of training techniques such as continuous running, interval training, weight lifting, calisthenics and stretching.

HK 121A Organized Athletics (0-3)
Second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, and Apache Band, Apache Belles and cheerleaders.

HK 121S Intermediate Swimming (0-3)
Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

HK 211A Organized Athletics (0-3)
First semester, sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles and cheerleaders.

HK 211E Beginning Tennis (0-3)
Introduction to tennis; teaches scoring, rules, and basic strokes.

HK 211F Adaptive Physical Conditioning (0-3)
Designed for students with unique physical needs, such as multiple sclerosis, blindness, physician restrictions.

HK 211H Beginning Scuba Diving (0-3)
Leads to YMCA certification which will enable the rental of scuba gear.

HK 211I Beginning Softball (0-3)
Introduction to softball; teaches fundamentals of fielding and batting.

HK 211J Beginning Badminton (0-3)
Introduction to badminton; teaches rules, scoring, grips, strokes, and doubles play.

HK 211K Beginning Basketball (0-3)
Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

HK 211L Beginning Weight Training (0-3)
Introduction to weight lifting, covering basic safety, proper execution of lifts, basic anatomy and principles of muscular strength development.

HK 211M Beginning Archery (0-3)
Introduces the archery tackle; presents fundamentals of holding the bow, drawing the bow, gripping the string and scoring.

HK 211N Beginning Soccer (0-3)
Introduction to soccer covering position, basic rules, and basic ball skills.

HK 211P Speedball (0-3)
Introduction of the game of speedball which is a combination of soccer and team handball.

HK 211Q Beginning Golf (0-3)
Introduction to golf; covers grips, clubs, and proper swing.

HK 211R Beginning Aerobic Dance (0-3)
Introduction to aerobic dance, covers basic fitness concepts, exercise and dance steps; includes physical assessments.

HK 211S Swim Conditioning (0-3)
Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level.

HK 211V Beginning Volleyball (0-3)
Introduction to volleyball; teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

HK 211W Beginning Racquetball (0-3)
Introduction to racquetball; covers grip, rules, scoring, strokes, and shots.

HK 211Y Beginning Bowling (0-3)
Introduction to bowling; covers rules, scoring, grips, approaches, deliveries, and beginning aiming techniques.

HK 211Z Beginning Martial Arts (0-3)
Introduction to a martial art form.

HK 212S Emergency Water Safety (1-2)
Replaces or is the equivalent of American Red Cross Lifesaving Course. Covers swimming instruction, assists with personal safety, and active prevention; American Red Cross certification is possible. A prerequisite to the swimming instructor course.

HK 221A Organized Athletics (0-3)
Second semester, sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles and cheerleaders.

HK 221E Intermediate Tennis (0-3)
Assumes student possesses scoring, rules, and stroke ability; covers stroke improvement, and strategy.

HK 221F Adaptive Physical Conditioning (0-3)
Continuation of HK 211F, based upon the needs of the student and physical ability.

HK 221H Intermediate Scuba Diving (0-3)
The successful student will receive advanced YMCA certification. The class requires HK 211H or equivalent as a prerequisite.

HK 221I Intermediate Softball (0-3)
Assumes ability to field and bat; further develop abilities to field, bat, and throw, and also learn scoring and strategy.

HK 221J Intermediate Badminton (0-3)
Assumes ability to score and perform basic strokes; leads to improvement of strokes, and development of advanced strokes and strategies of play.

HK 221K Intermediate Basketball (0-3)
Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.

HK 221L Intermediate Weight Training (0-3)
Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in HK 211L.

HK 221M Intermediate Archery (0-3)
Improve basic techniques of archery, practice different classifications of target archery rounds.

HK 221N Intermediate Soccer (0-3)
Assumes knowledge of rules, position, basic ball skills; will further develop ball skills and strategy.

HK 221Q Intermediate Golf (0-3)
Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

HK 221R Intermediate Aerobic Dance (0-3)
Assumes basic knowledge of fitness concepts, exercise, and dance steps, and adds more choreographic skills.

HK 221V Intermediate Volleyball (0-3)
Assumes ability to serve, pass, and block; builds on these skills and introduces advanced alignments for offensive and defensive strategies.

HK 221W Intermediate Racquetball (0-3)
Assumes current ability to score and execute basic shots; leads to further development of shots and teaches refereeing of matches and strategy.

HK 221Z Intermediate Martial Arts (0-3)
Advanced study and development of skill in a martial art form.

HK 222S Swimming Instructor (1-2)
American Red Cross certification course requiring Emergency Water Safety or its equivalent; certifies students to instruct in the American Red Cross Progressive Swim Program. The class requires HK 212S or equivalent as a prerequisite.

Health and Physical Education Theory Courses:

HK 113A Theory of Football and Track (3-0)
Analysis of coaching football and track through lectures, demonstration, practice and reading of present-day literature and textbooks of the sports.

HK 123A Theory of Basketball and Baseball (3-0)
Analysis of coaching basketball and baseball through lectures, demonstrations, practice and reading of present-day literature and textbooks of the sports.

HK 113H Introduction to Kinesiology (3-0)
Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

HK 123H Personal Health (3-0)
A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

HK 213A First Aid (3-0)
American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

HK 223D Drug Use and Abuse (3-0)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

HK 223E Community Health (3-0)
A presentation of current scientific and technical information related to community services and public health agencies.

HK 213F Sports Officiating (3-0)
Emphasis on officiating basketball, football and other sports.

History

Students majoring in history should see a faculty advisor for help in completing a course plan.

HST 113A Western Civilization in Medieval Times (3-0)
A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HST 123A Western Civilization in Modern Times (3-0)
A continuation of HST 113A including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HST 213 History of the United States (3-0)
A general survey of the history of the United States from 1492 to 1865. This course is also offered through instructional television.

HST 223 History of the United States (3-0)
A general survey of the history of the United States from 1865 to the present. This course is also offered through instructional television.

HST 223A The Civil War and Reconstruction (3-0)
Studies the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction; may be substituted for either HST 213 or HST 223.

HST 223T Texas History (3-0)
A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

Home Economics

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HE 113A Principles of Food Selection and Preparation (2-4)
Selection and preparation of foods, nutritive values and cost of foods.

HE 113B Fashion Fundamentals (3-2)
Color and design applied to selection and planning of apparel.

HE 113C Textiles (3-2)
A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

HE 113S Clothing Construction I (2-2)
Construction techniques for home furnishings and apparel.

HE 123A Meal Management (2-4)
A course for majors in home economics or hotel and restaurant management about planning, managing and serving meals.

HE 123B Clothing Construction II (2-4)
Selection, construction and alteration of apparel.

HE 123C Nutrition (3-0)
Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HE 123D Intermediate Food Preparation (2-2)
Selection and preparation of gourmet and foreign foods.

HE 123F Gourmet Food Preparation (2-2)
Continuation of HE 123D with emphasis on gourmet food preparation.

HE 123P Consumer Science (3-0)
Consumer goods and services related to the home, family purchases, advertising, commodity information, merchandise standardization, branding, grading and marketing.

HE 123S Social Fundamentals (3-0)
Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

HE 123I Interior Design I (3-0)
Home furnishings and solutions to problems of interior decoration.

Humanities

HUM 113 Introduction to the Humanities (3-0)
An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

Industrial and Commercial Maintenance

This program is designed to provide students with the fundamental skills required for entry-level employment in modern industry, business and hospital facilities as a general maintenance technician. Participants will be trained through a broad-based curriculum and acquire competencies pertinent to performing at appropriate levels in electronics, welding, hydraulics, pneumatics, air conditioning, plumbing and other related areas.

Students may choose from the two-year associate of applied science degree program or the specialized certificate curriculum.

IND 112 Industrial Blueprint Reading (2-0)
A study of blueprints used in the industrial and commercial setting to include piping, electrical, structural, mechanical, and related subjects with an emphasis on various symbols and their meaning. Includes an overview of the *Machinist Handbook.*

IND 113S Industrial Safety and Hygiene (3-0)
A study of safety and hygiene in the industrial environment including contaminants, hazardous materials, noise, fire, smoke, radiation, electricity, rigging and corrosives with an overview of the Occupational Safety and Health Act (OSHA).

IND 123P Industrial and Commercial Plumbing (2-4)
A study of the plumbing codes and principles applicable to the industrial and commercial setting to include boilers, plumbing, pipefitting tools, valves, tanks, vessels and steam heating systems.

IND 213H Hydraulics and Pneumatics (2-4)
An introduction to pneumatics and hydraulics including terminology, identification and the function of system components as well as system troubleshooting.

IND 223M Motor Maintenance and Repair (2-4)
Principles and applications of maintenance and troubleshooting procedures as related to motors, drive lines, shafts and other industrial/commercial equipment components.

IND 223R Industrial Mechanics (2-4)
Procedures related to the repair and maintenance of industrial and commercial equipment to include the use of precision measuring instruments and principles of pumps, seals, gear boxes, bearings, shaft alignment and lubrication.

IND 223I Internship (1-20)
Open only to industrial and commercial maintenance majors in their third or fourth semester. Provides 20 hours of on-the-job training each week.

Journalism

A student majoring in journalism should see a faculty advisor for help in completing a course plan.

JRN 113 Mass Communication (3-0)
An introduction to mass communication and the mass media.

JRN 113C Introduction to Reporting (3-2)
Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news.

JRN 113E Survey of Radio/Television (3-0)
A study of the development, regulation, economics, social responsibiities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems.

JRN 121M Magazine Layout (1-1)
An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. This course has no prerequisites and is open to non-journalism majors.

JRN 123 Introduction to Advertising (3-0)
An introductory survey of the basics of advertising for print and electronic media.

JRN 123E Radio and Television News Writing (3-2)
The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news.

JRN 123P Photojournalism (2-3)
A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing. Students may not receive credit for both JRN 123P and GAP 113.

JRN 213 General Reporting (3-2)
The study and practice of newswriting and reporting; includes lab practice in gathering and writing news.
Prerequisite: JRN 113.

JRN 223 Editing (3-2)
Theory and practice in newswriting, copy editing, headline writing and layout; includes lab practice.
Prerequisite: JRN 113 or 213.

Legal Assistant 5828

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LA 111E Legal Ethics (1-0)
The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LA 113A Introduction to the Legal System (3-0)
Comprehensive study of the legal system and the role of the legal assistant within the system.

LA 123 Legal Writing (3-0)
Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intra-office memoranda and other legal documents.
Prerequisite: LA 123R Legal Research.

LA 123A Legal Interviewing and Human Relations (3-0)
Provides training in interviewing, negotiation and human relations concepts.
Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123B Tax Law (3-0)
Introduction to processes and procedures under the Internal Revenue Code.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 123C Criminal Law (3-0)
Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.
Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123D Family Law (3-0)
Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.
Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123R Legal Research (3-3)
The major techniques and tools of legal research.

LA 213A Torts and Insurance (3-0)
Primary legal principles of tort and insurance law.
Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 213B Wills, Estate Probate (3-0)
The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 213C Constitutional Law (3-0)
Provides working knowledge of the federal constitution, the federal system and the states and the supremacy of federal law.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 213W Workmen's Compensation (3-0)
Applied study of the methods and means created by statutes for giving protection and security to the workmen and their dependents against injury and death occurring in the course of employment.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223 Litigation (3-0)
Principles of trial preparation for civil and criminal cases as well as how to draft pleadings, motions and other documents required in civil or criminal action.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223A Law Office Management and Procedures (3-0)
Principles and practices of law office management, legal accounting practices, civil and criminal procedures.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223B Internship (1-20)
Actual work experience in an attorney's office.
Prerequisite: Sophomore year or approval by program director and an approved law office.

LA 223C Corporation and Commercial Law (3-0)
Basic law of contracts, partnerships, corporations and the Uniform Commercial Code with emphasis on drafting documents appropriate to various business transactions.

LA 223D Bankruptcy (3-0)
A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LA 223R Advanced Legal Research (3-3)
Advanced legal research methodologies/projects.
Prerequisite: LA 113A and 123R.

Long Term Care Administration

LTC 113 Introduction to Long Term Care Administration (3-0)
Organization, training, human relations, administration, management, policies and procedures of a long term care facility.

LTC 113A Psychology of Patient Care (3-0)
Needs and problems of the elderly, their families and staff as the elderly adjust to their new environment.

LTC 122 Long Term Care Administration Standards (2-0)
A study of minimum standards used to license LTC facilities with differences noted between minimum standards for licensure and ICF standards for participation.

LTC 123 Technology of Patient Care (3-0)
Technical aspects related to patient care in a long term care facility.

LTC 123A Long Term Care Administration Law (3-0)
Business laws as related to administration of a long term care facility.

Management 5621

The management curriculum is designed to give students the management courses needed for development of effective management skills. Its purpose is to provide a practical, comprehensive program covering the full spectrum of management activity.

This program is designed to meet the requirements of students preparing for careers in business management as well as men and women who are already actively engaged in business and industry.

The management major may elect to take a professional development seminar each semester which is designed for students who work a minimum of 20 hours each week in an approved job. The student also meets in a one-hour-per-week classroom seminar.

Upon completion of the management curriculum, the student will receive an associate in applied science degree.

MGT 113B Principles of Management (3-0)
The basic principles of management including planning, organizing, staffing, leading and controlling.

MGT 113C Human Relations in Management (3-0)
A study of individuals and group interaction emphasizing motivation, communication, leadership and job performance.

MGT 113S Small Business Management (3-0)
The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGT 123 Principles of Marketing (3-0)
A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGT 213 Advertising and Promotion (3-0)
The fundamental concepts of advertising and various advertising problems.

MGT 213B Personnel Management (3-0)
The study of personnel policies, administration, education and training, job classification and analysis, labor supply and employment.
Prerequisite: MGT 113B.

MGT 223 Salesmanship (3-0)
The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson.

MGT 223B Introduction to Public Relations (3-0)
An introduction to techniques concerned with informing the public of organizational activities and policies and creating favorable public opinion.
Prerequisite: MGT 113B.

MGT 113A Professional Development Seminar I (1-20)
Open to management majors; requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 123A Professional Development Seminar II (1-20)
Open to management majors; requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 213A Professional Development Seminar III (1-20)
Open to management majors; requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 223A Professional Development Seminar IV (1-20)
Open to management majors; requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 223E Ethics in Business and Management (3-0)
An issue driven course that analyzes ethical theory as applied to management decision making and business policy.

MGT 223S Supervision (3-0)
Designed for practicing, newly appointed or potential supervisors who hold first-line or middle level supervisory positions. The focus is upon managerial functions of planning, organizing, staffing, directing and controlling as it relates to the daily job of the supervisor.

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MTH 113P and MTH 113B are advised to complete these courses during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence.

A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MTH 013M Developmental Math I (3-1)
Whole numbers, fractions, decimals, ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials.

MTH 023M Developmental Math II (3-1)
Review of arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.
Prerequisite: MTH 013M or acceptable placement test score.

MTH 033M Developmental Math III (3-0)
Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.
Prerequisite: MTH 023M or acceptable placement test score.

MTH 041M Algebra Review (1-0)
Review of algebra topics including quadratic equations and functions, rational expressions and systems of equations.
Prerequisite: Consent of program director.

MTH 113 Intermediate Algebra (3-0)
Sets, linear equations and inequalities, polynomials, factoring, quadratic equations and inequalities, relations, functions, exponents and radicals, systems of equations.
Prerequisite: Acceptable placement test score.

MTH 113A College Algebra (3-0)
Exponents, functions, inverse functions, exponential and logarithmic functions, theory of equations, systems of equations, matrices, inequalities, ratios, variation, progressions and binomial theorem.
Prerequisite: MTH 113 or MTH 033M or acceptable placement test score.

MTH 113B Trigonometry (3-0)
Angular measure, functions of angles, radian measure, derivation of formulas, identities, solutions of triangles, equations, inverse functions and complex numbers.
Prerequisite: MTH 113A or MTH 113P or concurrent enrollment in MTH 113A or MTH 113P or acceptable placement test score.

MTH 113G Introduction to Modern Mathematics (3-0)
Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system and topics from consumer mathematics.
Prerequisite: MTH 113 or MTH 033M or acceptable placement test score.

MTH 113K Finite Mathematics for Business (3-0)
Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.
Prerequisite: MTH 113A or acceptable placement test score.

MTH 113P Precalculus (3-0)
Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions.
Prerequisite: MTH 113 or MTH 033M or acceptable placement test score.

MTH 113T Applied Trigonometry (3-0)
Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.
Prerequisite: MTH 123E or MTH 033M or MTH 113 or acceptable placement test score.

MTH 123D Computing for Engineers (3-1)
Algorithms, programs and computers in engineering applications with numerical analysis using FORTRAN language.
Prerequisite: Credit for registration for MTH 213B.

MTH 123E Applied Mathematics (3-0)
Application of whole numbers, non-fractional equations, addition, subtraction, multiplication and division of fractions, fractional equations, graphing, literal fractions and formal rearrangement.
Prerequisite: MTH 023M or acceptable placement test score.

MTH 123G Introduction to Modern Mathematics II (3-0)
Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, plane geometry, counting techniques, probability and statistics.
Prerequisite: MTH 113G.

MTH 123K Mathematical Analysis for Business (3-0)
Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.
Prerequisite: MTH 113K or consent of program director.

MTH 213A Calculus I with Analytic Geometry (3-1)
The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.
Prerequisite: MTH 113P and MTH 113B or acceptable placement test score.

MTH 213B Calculus II with Analytic Geometry (3-1)
Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, and techniques of integration.
Prerequisite: MTH 213A.

MTH 223 Differential Equations (3-0)
Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.
Prerequisite: MTH 223C.

MTH 223C Calculus III with Analytic Geometry (3-1)
Techniques on integration, polar coordinates, indeterminate forms, improper integrals, parametric equations, vectors in two and three dimensions, vector representation of lines and planes and vector valued functions.
Prerequisite: MTH 213B.

MTH 223D Calculus IV with Analytic Geometry (3-1)
Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to vector calculus.
Prerequisite: MTH 223C.

MTH 223S Introduction to Statistics (3-0)
Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.
Prerequisite: MTH 113 or MTH 033M or acceptable placement test score.

Medical Laboratory Technician 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill as a medical laboratory technician. Upon completion of the program, the student will be granted an associate in applied science degree.

The first year of the curriculum is devoted to a combination of liberal arts and clinical laboratory studies on the college campus. In addition to these studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics. All medical laboratory courses must be taken in the proper sequence as listed in the *Catalog*.

Two summer sessions of six weeks each are scheduled in the program. The first summer session will be devoted to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the second summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills first-hand. They will be under the general supervision of the faculty employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 "C" will be required on all medical laboratory technology courses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Science courses taken after application and acceptance to the Tyler Junior College medical laboratory program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

MED 113 Basic for Allied Health Science (3-9)
Introduction to medical laboratory technology and study of hematology.

MED 123 Clinical Microbiology (3-9)
Methods and equipment used in clinical bacteriology.
Prerequisites: MED 113, BIO 114A or permission of program director.

MED 123A Special Clinical Microbiology (3-6)
Methods in parasitology and mycology.
Prerequisites: MED 113, BIO 114A or permission of program director.

MED 123S Clinical Practice I (8-10) (5 weeks)
Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MED 213A Medical Laboratory Techniques I (3-3)
Clinical immunology with laboratory applications.

MED 213C Clinical Chemistry (3-6)
Chemistry related to the clinical laboratory.

MED 216S Clinical Practice IV (0-40) (6 weeks)
Clinical laboratory experience in areas of specialization under the supervision of College faculty.

MED 223A Medical Laboratory Technique II (3-6)
Blood banking and coagulation techniques with laboratory application.

MED 226 Clinical Practice II (1-19)
Clinical laboratory experience in A.M. training under the supervision of College faculty.

MED 226A Clinical Practice III (1-19)
Clinical laboratory experience in P.M. training under the supervision of College faculty.

Medical Office Management 5827

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate in the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

MOM 113 Medical Terminology I (3-0)
An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.

MOM 113A Medical Office Procedures I (3-0)
Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOM 123 Medical Terminology and Transcription (2-2)
Transcription and management of documents utilizing medical terminology unique to specific body systems. **Prerequisite:** MOM 113.

MOM 123A Medical Office Procedures II (3-0)
Bookkeeping systems, pegboard accounting, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, HICPICS and general guidelines for answering patients' questions about insurance.

Medical Record Technology 5827

The medical record technician works in the medical record department of a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. The duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols.

They include filing medical records, preparing records, typing reports of operations, X-rays and laboratory examinations, history and physical examinations and discharge summaries, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a medical record department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate of applied science degree. Those who choose may receive a certificate of proficiency after completing the one-year certificate program and later return to complete the degree requirements.

MR 113 Medical Terminology I (3-0)
Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation.

MR 113A Introduction to Medical Record Science (2-2)
Introduction to the history of medicine, the hospital, and the medical record. Discussion of the organization of the modern hospital with emphasis on the medical record and the medical record profession. Laboratory includes introduction to a simulated medical record department, its organization and function.

MR 122 Directed Practice I (0-16)
Practical experience, under the guidance of a RRA or ART, in a medical records department. Students will utilize the knowledge and skills obtained in the classroom to gain a greater knowledge of the medical records field.
Prerequisite: Acceptance to program and completion of the first semester.

MR 123 Medical Terminology II (3-0)
Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

MR 123A Human Relations and Personnel Problems (3-0)
Human relations and personnel problems as experienced in job and wage relations and in selection, training and supervision of employees in the medical setting.

MR 123B Medical Record Science and Ethics (2-2)
Orientation to various classification systems and methods of filing, compiling statistics, coding and indexing with emphasis on ICD9-CM, CPT4 and DSM3R. Ethical issues covered include confidentiality, patient right, legalities, etc.
Prerequisites: MR 113A, CS 113C or acceptance to certificate program.

MR 123S Health Care Statistics (3-0)
Prepares the student to utilize various statistical formulas and data in reports for daily operation of the medical record department.
Prerequisite: MR 113A.

MR 212 Directed Practice II (0-16)
Continuation of MR 122.
Prerequisites: MR 122, 123A, 123B and 123S.

MR 213A Medical Transcription (2-2)
Develops the medical transcription skills required in a medical environment and expands knowledge of medical terminology. Organized and presented on the basis of systems of the body. Transcription will consist of X-ray reports, medical reports and increasingly complex operative reports, including instruments used.
Prerequisites: MR 113, 113A or acceptance to certificate program.

MR 213B Legal Aspects of Medical Records (3-0)
Introduction to various indexes and registers, medical ethics and legal aspects of medical records. Special attention is given to authorizations, release of information and the handling of medical records in court; organization of the medical staff and medical staff committees; and requirements of the accrediting agencies.
Prerequisites: MR 113, 113A.

MR 222 Directed Practice III (0-16)
Continuation of MR 212.
Prerequisite: MR 212.

MR 223A Medical Records Coding (2-2)
Coding techniques of ICD9-CM, CPT-4 and DSM-3R.
Prerequisites: MR 123B and BIO 114D or acceptance to the certificate program.

MR 223B Management in Health Care (3-0)
Daily operations of the medical records department including scheduling, operating and capital budgets, short and long range planning, etc.
Prerequisites: MR 123B.

Music

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

General Music Courses

MU 111 Italian Diction (1-2)
A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of

the rules governing pronunciation. Examinations will include both written and oral portions.

MU 111A, 121A, 211A, 221A Accompanying Class (0-3)
Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

MU 111E, 121E, 211E, 221E-02 Guitar Ensemble (1-2)
A select group of two to sixteen students which plays special arrangement for guitar "orchestra." Admission by audition.

MU 111F, 121F, 211F, 221F-01 Chamber Singers Small Ensemble (1-2)
A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MU 111H, 121H, 211H, 221H Harmony and Understanding (0-3)
A highly select vocal pop ensemble. Admission by audition.

MU 111I, 121I, 211I, 221I Instrumental Chamber Ensemble (1-2)
An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to modern music. Admission by audition. Must be concurrently enrolled in band.

MU 111K Class Piano (1-2)
Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MU 121P Percussion Class (1-2)
A study of the basic techniques of playing all the percussion instruments with emphasis on the pedagogical aspect.

MU 111T Elementary Ear Training and Sight Singing (2-1)
The study of rhythmic, melodic and harmonic dictation in the major and minor modes, and sight singing in the treble and bass clefs. Must be taken concurrently with MU 113T. Required of music and fine arts-music majors.

MU 121T Elementary Ear Training and Sight Singing (2-1)
The continued study of rhythmic, melodic and harmonic dictation in the major and minor modes, and sight singing in the treble, bass and C clefs. Must be taken concurrently with MU 123T. Required of music and fine arts-music majors. **Prerequisite:** MU 111T.

MU 112B, 122B, 212B, 222B Band (1-4)
The Apache Band is an elite performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities.

MU 112C, 122C, 212C, 222C Concert Chorus (1-3)
A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College; meets three hours per week.

MU 112O, 122O, 212O, 222O Symphony Orchestra (1-2)
Open to advanced instrumental students who are given practical training in professional orchestral routine in the East Texas Orchestra. Admission by audition.

MU 112S, 122S, 212S, 222S Jazz Band (1-2)
The Apache Jazz is an advanced performance ensemble open to students who qualify by audition. Must be currently enrolled in band. Performances include concerts, banquets and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the 1980's.

Theory

MU 113A Music Fundamentals (3-0)
An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

MU 113B Music Appreciation (3-0)
A foundation in enjoyment and understanding of music through the use of recorded music and song literature.

MU 113E Music Curriculum for the Elementary School (3-0)
A study of music content appropriate to elementary school children including vocal characteristics, reading concepts, and examination of recently published materials.
Prerequisite: MU 113A or permission of the instructor.

MU 113L Introduction to Music Literature (3-1)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

MU 123L Introduction to Music Literature (3-1)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

MU 113T Elementary Harmony (3-1)
A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MU 111T.

MU 123T Elementary Harmony (3-1)
A continuation of MU 113T including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MU 121T.

MU 121K Class Piano (1-2)
Continuation of MU 111K with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, Bb, and hand independence with solo literature including the simpler works of Bach and Mozart.
Prerequisite: Completion of MU 111K or approval of the instructor.

MU 121V Brass Class (1-2)
Basic techniques of playing trumpet, trombone, french horn, baritone, and tuba with emphasis on the pedagogical aspect.

MU 121W, 221W Musical Theatre Workshop (0-5)
The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MU 211T Advanced Ear Training and Sight Singing (2-1)
A continuation of dictation and sight singing studies, including the C clefs, modulation, chromatic intervals and the church modes. Must be taken concurrently with MU 213T. Required of music majors.
Prerequisite: MU 121T.

MU 221T Advanced Ear Training and Sight Singing (2-1)
A continuation of dictation and sight singing studies, including secondary function chords, twentieth century usage, atonal melodies and complex rhythms. Required of music majors.
Prerequisite: MU 211T.

MU 211W Woodwind Class (1-2)
Basic techniques of playing clarinet, saxophone, oboe, bassoon, flute, and piccolo with emphasis on the pedagogical aspect.

MU 213T Advanced Harmony (3-1)
A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, linear diminished seventh chords, neopolitan triad, augmented sixth chords. Must be taken concurrently with MU 211T.
Prerequisite: MU 123T. Required of music majors.

MU 223T Advanced Harmony (3-1)
A further study of harmony and the introduction to the ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MU 221T.
Prerequisite: MU 123T. Required of music majors.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify thirty minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.
Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan, and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

AMU 111B, 121B, 211B, 221B
Trumpet, Baritone, Trombone, French Horn, Tuba—Secondary or Elective
Applied music with private instruction.

AMU 111K, 121K, 211K, 221K
Piano—Secondary or Elective
Applied music with private instruction.

AMU 111O, 121O, 211O, 221O
Organ—Secondary or Elective
Applied music with private instruction.

AMU 111P, 121P, 211P, 221P
Percussion—Secondary or Elective
Applied music with private instruction.

AMU 111S, 121S, 211S, 221S Violin, Cello, Double Bass, Harp, Guitar, Electric Bass—Secondary or Elective
Applied music with private instruction.

AMU 111V, 121V, 211V, 221V
Voice—Secondary or Elective
Applied music with private instruction.

AMU 111W, 121W, 211W, 221W
Flute, Clarinet, Oboe, Saxophone, Bassoon—Secondary or Elective
Applied music with private instruction.

AMU 112B, 122B, 212B, 222B Trumpet, Baritone, Trombone, French Horn, Tuba—Concentration or Elective
Applied music with private instruction.

AMU 112K, 122K, 212K, 222K Piano—Concentration or Elective
Applied music with private instruction.

AMU 112O, 122O, 212O, 222O Organ—Concentration or Elective
Applied music with private instruction.

AMU 112P, 122P, 212P, 222P Percussion—Concentration or Elective
Applied music with private instruction.

AMU 112S, 122S, 212S, 222S Violin, Cello, Double Bass, Harp, Guitar, Electric Bass—Concentration or Elective
Applied music with private instruction.

AMU 112V, 122V, 212V, 222V Voice—Concentration or Elective
Applied music with private instruction.

AMU 112W, 122W, 212W, 222W Flute, Clarinet, Oboe, Saxophone, Bassoon—Concentration or Elective
Applied music with private instruction.

AMU 113B, 123B, 213B, 223B Trumpet, Baritone, Trombone, French Horn, Tuba—Major
Applied music with private instruction.

AMU 113K, 123K, 213K, 223K Piano Major
Applied music with private instruction.

AMU 113O, 123O, 213O, 223O Organ Major
Applied music with private instruction.

AMU 113P, 123P, 213P, 223P Percussion Major
Applied music with private instruction.

AMU 113S, 123S, 213S, 223S Violin, Cello, Double Bass, Harp, Guitar—Major
Applied music with private instruction.

AMU 113V, 123V, 213V, 223V Voice Major
Applied music with private instruction.

AMU 113W, 123W, 213W, 223W Flute, Clarinet, Oboe, Saxophone, Bassoon—Major
Applied music with private instruction.

Nursing, Associate Degree (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care facility. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups with commonly recurring health problems. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Science courses taken after enrollment in associate degree nursing courses are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to enrollment in nursing courses, will require individual consideration.

All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

NSG 113N Introductory Nursing Nutrition (3-0)
Principles of normal nutrition to meet the needs of the ill.

NSG 113P Nursing Pharmacology (3-0)
Concepts of basic nursing pharmacology.

NSG 112A Special Topics (2-0)
Theory of nursing process, nursing math, peri-operative care, eye, ear, oncology, grief and death and clinical application incorporated into NSG 117A.
Prerequisite: Acceptance to the ADN Program. Concurrent enrollment in NSG 117A* and BIO 114D*.

NSG 115 LVN Transition (3-5)
Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.
Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIO 114D, 124D and eligibility for placement into second year nursing courses the following semester.

NSG 117A Nursing I (3-13)
Nursing care of adults with medical-surgical disorders including stages of illnesses, activities of daily living, asepsis, pharmacology, communication skills and laboratory application of NSG 112A.
Prerequisites: Acceptance to the ADN Program. Concurrent enrollment in BIO 114D* and NSG 112A*.

NSG 129 Nursing II (5-13)
Nursing care of adults with medical-surgical disorders of GI, MS, GU, respiratory and endocrine systems.
Prerequisites: NSG 112A, 117A and BIO 114D. Concurrent enrollment in BIO 124D*.

NSG 225 Nursing III (5-17/8 weeks)
Expansion of student skills through maternity and gynecologic nursing.
Prerequisites: First year and concurrent enrollment in BIO 114A*.

NSG 225A Nursing IV (5-17/8 weeks)
Care of children with medical-surgical problems.
Prerequisite: First year and concurrent enrollment in BIO 114A*.

NSG 235 Nursing IV (5-17/8 weeks)
Care of clients with common behavior deviations.
Prerequisites: First year, BIO 114A and concurrent enrollment in 3 hour elective*.

NSG 235A Nursing VI (5-17/8 weeks)
Incorporates care of clients with neuro and cardiac problems with role transition.
Prerequisites: First year, BIO 114A and concurrent enrollment in 3 hour elective*.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the one-year curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

The Admissions Committee selects the class on the basis of high school records, and test results.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Students who do not successfully complete one or more prerequisite courses in any semester may apply to

repeat those courses the next time they are offered.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program (after three semesters) by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VNE 116 prior to re-admission.

Readmission to the program is dependent upon available space.

VNE 113 Health Maintenance (3-0)
Principles of good nutrition and basic concepts of mental health.

VNE 113E Medical-Surgical Nursing I (evening) (3.4-0) (14 weeks)
An orientation to nursing including professional ethics, legal aspects, introduction to drug classification and drug calculation. (48 clock hours).

VNE 114 Science for VNE (4-1)
Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VNE 114A Medical-Surgical Nursing I (4-2)
Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptions.

VNE 116 Essentials of Nursing (4-13)
Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

VNE 116E Essentials of Nursing (evening) (11.4-0) (14 weeks)
Basic knowledge and skills of nursing utilizing the nursing process. (160 clock hours).

VNE 123 Nursing Care of Children (2.3-4.05)
Disorders, diseases and normal growth and development from birth to adolescence.
Prerequisite: All fall semester courses.

VNE 123A Maternity Nursing (2.3-4.05)
Biopsycho-social aspects of client during prenatal and post partum periods.
Prerequisite: All fall semester courses.

VNE 126E Medical-Surgical Nursing II (evening) (6-7.5)
Continued use of the nursing process in selected physiologic maladaptations. (96 clock hours and 120 clinical hours).
Prerequisite: All Summer I and II semester courses.

VNE 126F Medical-Surgical Nursing III (6-7.5)
Continued use of the nursing process in selected physiologic maladaptations. (96 clock hours and 120 clinical hours).
Prerequisite: All Summer I and II semester courses.

VNE 128 Medical-Surgical Nursing II (4-20.8)
Nursing process continued in selected physiologic maladaptations.
Prerequisite: All fall semester courses.

VNE 133E Maternity Nursing (evening) (2.5-4.6)
Introduction to the bio-psycho-social aspects of the client during the pre-natal and post-partum periods. (40 class hours and 74 clinical hours).
Prerequisite: All Summer I and II and Fall semester courses.

VNE 133F Nursing Care of Children (evening) (2.5-4.6)
Disorders, diseases and normal growth and development from birth to adolescent. (40 class hours and 74 clinical hours).
Prerequisite: All Summer I and II and Fall semester courses.

VNE 136E Medical-Surgical Nursing IV (3.6-17.8)
Continued use of the nursing process in selected physiologic maladaptations. (58 clock hours and 284 clinical hours).
Prerequisite: All Summer and Fall semester courses.

VNE 137 Long Term Care Nursing (3-17)
The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.
Prerequisite: All fall and spring semester courses.

VNE 137A Community Health Nursing (3-17)
Nursing process in promotion of community health, mental illness and substance dependency problems.
Prerequisite: All fall and spring semester courses.

VNE 144E Long Term Care Nursing (evening) (2.6-11.1) (14 weeks)
Introduction to the aging process including legal, ethical, occupational and leadership aspects of long term care nursing. (36 class hours and 156 clinical hours).
Prerequisite: All Summer, Fall and Spring semester courses.

VNE 144F Community Health Nursing (evening) (2.6-11.1) (14 weeks)
Application of the nursing process in the promotion of health in the community and factors influencing mental illness, including substance dependency problems. (36 class hours and 156 clinical hours).
Prerequisite: All Summer, Fall and Spring semester courses.

Office Technology 5824

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

OFT 112T Keyboarding (2-1)
Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting simple business documents will be covered.

OFT 113F Office Procedures (3-0)
Concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment.

OFT 113M Business Math/ Calculators (3-0)
Mathematical principles used in business are applied utilizing electronic calculators.

OFT 113R Business English (3-0)
Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFT 113T Beginning Typewriting (3-3)
Mastery of the keyboard by the touch system, formatting business letters, manuscripts tables and other documents.

OFT 113W Word Processing (2-2)
Word processing concepts and machine functions are developed using a specific software package. Creation, editing, and printing of business documents will be emphasized along with the special features of the software package being taught.
Prerequisite: OFT 112T or higher level of typewriting.

OFT 123 Machine Transcription (2-2)
Entry-level job skills for the production of mailable transcripts from machine dictation.
Prerequisite: OFT 113T or high school typing.

OFT 123C Business Communications (3-0)
Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFT 123L Legal Transcription (2-2)
Legal terminology is emphasized as students produce legal documents from machine dictation.
Prerequisite: Word processing.

OFT 123T Intermediate Typewriting (3-3)
Development of speed and accuracy along with the production of business documents.
Prerequisite: OFT 113T or high school typing.

OFT 123W Word Processing (2-2)
Hands-on experience utilizing professional software package to produce business documents on an IBM or compatible personal computer.
Prerequisite: OFT 113T or high school typing.

OFT 213A Specialized Software (2-2)
Business applications are performed using an integrated software package. Students will prepare business documents which require the use of a word processing system, a spreadsheet, and a database.
Prerequisite: A word processing course or approval of the program director.

OFT 213C Comparative Word Processing (3-0)
Hands-on comparative analysis and use of word processing packages.
Prerequisite: Knowledge of keyboard recommended.

OFT 213F Advanced Office Procedures (3-0)
Skills needed to manage travel, organize meetings and conferences, manage records and keep accurate financial data.

OFT 213W Word Processing (2-2)
A professional software package is used to produce form documents, boilerplate paragraphs, mailmerge letters and other business documents.
Prerequisite: OFT 123T or two years of high school typing.

OFT 213Y Special Topics (3-0)
Topics that reflect the needs of the business community.

OFT 223A Internship (1-20)
On-the-job training in a business office.
Prerequisite: Sophomore year or approval of program director and division dean and an approved business office.

OFT 223D Desktop Publishing (2-2)
Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.
Prerequisite: A word processing course.

OFT 223F Administrative Office Management (3-0)
Develops an understanding of labor/management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFT 223W Word Processing (3-1)
Hands-on experience utilizing a software package frequently used by business organizations. Mailmerge, document storage and management, as well as advanced word processing functions will be emphasized.
Prerequisite: OFT 112T or higher level or typewriting.

OFT 223Y Special Topics (3-0)
Topics that reflect the needs of the business community.

Optician Technician 8037

The curriculum for optician technician represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or occular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

All required courses of the optician technician curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed. Students successfully completing this one-year program are awarded a certificate of proficiency.

OD 112 Office Procedures, Ethics and Insurance (2-0)
Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.
Prerequisite: Admittance to program.

OD 113A Anatomy and Physiology of Eye (3-0)
Eye structure and function with emphasis on cornea and visual stimuli.
Prerequisite: Admittance to program.

OD 113C Optics I (3-0)
Light behavior and effect lenses have on light.
Prerequisite: Admittance to program.

OD 114 Ophthalmic Materials Lab I (4-8)
Ophthalmic terms, lens design and surface powers relating to refracting errors, grinding lens surface, computing lens curves and lens power measuring instruments.
Prerequisite: Admittance to program.

OD 115 Applied Laboratory (1-39) (6 weeks)
Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.
Prerequisite: Successful completion of all first and second semester courses.

OD 116 Ophthalmic Dispensing I (6-3)
Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.
Prerequisite: Admittance to program.

OD 123C Contact Lenses (3-3)
Contact lens materials, fitting techniques and responsibilities.
Prerequisite: Successful completion of OD 114, 116, 113A and 113C.

OD 123D Seminar (3-0)
Preparation for the State and National Certification Exam.
Prerequisite: Successful completion of all first semester courses.

OD 123E Optics II (3-3)
Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.
Prerequisite: OD 113C.

OD 123F Ophthalmic Materials and Lab II (3-3)
Advanced use of tools, machinery, hand edging, mounting lenses and quality control.
Prerequisite: OD 114.

OD 124 Ophthalmic Dispensing II (3-6)
Dispensing procedures, technique for fitting frames and study of materials.
Prerequisite: OD 116.

Ornamental Horticulture 5026

Ornamental horticulture describes a range of occupations dealing with the propagation and production of ornamental plants in both fields and greenhouses, and the sale and use of trees, shrubs, flowers, garden plants and turf.

Students completing this program of instruction can look forward to careers that improve and beautify our environment. This program leads to the associate of applied science degree.

HRT 113A Landscape Plant Materials (3-3)
Identification, classification, characteristics and landscape use of shrubs, vines, ground covers, flowers and landscape trees.

HRT 113S Seminar/Cooperative Training (1-33) (5 weeks)
A training plan will be developed for each student for their on-the-job training.
Prerequisite: Completion of 15 hours of HRT courses.

HRT 123A Herbaceous and Tropical Plants (2-4)
Identification, culture, use of ornamental herbaceous plants in homes, indoor and outdoor gardens, shopping malls and other commercial buildings and conservatories.

HRT 123B Floral Design I (2-4)
Basic principles of floral design using fresh flowers and other materials to create basic corsages, boutonniers, homecoming mums and floral arrangements.

HRT 123C Landscape Maintenance (2-4)
Equipment and practices used in professional grounds maintenance programs, turfgrass establishment and maintenance of trees, shrubs and ground covers.

HRT 213 Greenhouse Horticulture (2-4)
Construction and operation of horticulture production structures, such as greenhouses, hot beds and cold frames.

HRT 213A Nursery Operations (3-3)
Layout, organization of staff and physical facilities used in wholesale, retail, field production, landscape and garden center nurseries in Texas; legal requirements for starting a nursery in Texas.

HRT 213C Floral Design II (2-4)
Principles of floral arrangement design using silk, fresh, dried and cut flowers. **Prerequisite:** HRT 123B or consent of program director.

HRT 213E Greenhouse Crop Production (2-4)
Problems and problem solving techniques used in the greenhouse industry; actual production of bedding plants, foliage plants and floral crops.

HRT 214 Fundamentals of Design and Landscaping
Basic principles, practices and concepts of landscape design, preparation of plan, specifications and cost estimates. **Prerequisite:** HRT 113A or consent of program director.

HRT 223D Landscape Development (2-4)
Planning of landscape operations, installation, care of plant materials, construction of landscape features, installation of drainage and irrigation systems.

HRT 223P Horticulture Pest Controls and Chemicals (3-3)
Commercial methods of plant problem diagnosis and treatment, insect identification, plant diseases, appropriate treatments, chemicals and fertilizers used in horticulture industry.

HRT 223 Ornamental Crop Production (2-4)
Advanced methods in nursery and greenhouse crop production, container grown plants, selected pot plant and field production.

Philosophy

PHI 113 Introduction to Philosophy (3-0)
A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHI 213 Introduction to Ethics (3-0)
A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MTH 113A and 113B are encouraged to take these courses in the summer so that they may enroll in MTH 213A in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHY 113 Physics Problems (3-0)
General physics with emphasis on problem solving. Computational skills using basic algebra, trigonometry, and the electronic calculator will be an integral part of this course.

PHY 111 Physics Problems Laboratory (0-3)
A lab designed in the field of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in Physics Problems 113.

PHY 113D Statics and Strength of Materials (3-0)
Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHY 114B General Physics (3-3)
Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics.

PHY 123 Physics Problems II (3-0)
A continuation of PHY 113 with an emphasis on electricity, magnetism and modern physics.
Prerequisite: PHY 113.

PHY 124A Mechanics (3-3)
A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering.
Prerequisite: Credit or registration for MTH 213A.

PHY 124B General Physics (3-3)
A continuation of PHY 114B including electricity and magnetism, light and modern physics.
Prerequisite: PHY 114B.

PHY 214A Advanced Physics (3-3)
Heat, wave-motion, optics and atomic phenomena.
Prerequisite: PHY 124A and credit or registration for MTH 213B.

PHY 224A Advanced Physics (3-3)
Includes electricity and magnetism. Required of all engineering majors.
Prerequisite: PHY 124A and credit or registration for MTH 213B.

Postal Management 9624

This program provides two years of courses in postal service leading to an associate in applied science degree.

The first two semesters are a detailed study of the theory and operations in postal service. These courses and other related courses may be taken by any student. During the last two semesters, one seminar and on-the-job training is required and only postal service employees may enroll in this seminar.

Students are provided with a fundamental knowledge of various departments of the postal service and the guidelines of postal regulations and operational procedures. This degree does not insure employment in the postal service.

PMT 113 Introduction to the Postal Service (3-0)
A history of the U.S. Postal Service and the structure of the service before the Postal Reorganization Act of 1970.

PMT 113A Mail Processing (3-0)
A detailed survey covering mail classification and rates, service standards, ODIS, distribution systems and objectives and responsibilities of mail processing.

PMT 123A Postal Customer Service (3-0)
Discusses customer relations, retailing postal products and how to manage professional window service operations.

PMT 213 Postal Accounting and Finance Procedures (3-0)
A review of postal accounting with emphasis on long- and short-range budget techniques.

PMT 213S Training and Employee Development (3-0)
The techniques of job instruction training used in postal training. Human relations skills needed in dealing with trainees and managers is included.

PMT 223 Postal Management and Supervision (3-0)
The supervisor's role in planning and staffing; organization principles and their relation to the daily tasks of postal managers.

PMT 223A Employee and Labor Relations (3-0)
Collective bargaining procedures,union/labor laws, arbitration, grievance procedures and contract construction.

PMT 223B Associate Office Management (3-0)
Designed to provide a functional knowledge of the necessary skills needed to effectively perform the duties of postmaster in associate offices.
Prerequisite: PMT 213.

PMT 223S Postal Problems and Analysis Seminar (1-20)
The art and science of problem solving with a focus on employee and labor relations. (Seminars are not eligible for veteran's benefits.)

Psychology

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSY 111 Freshman Orientation (1-0)
Designed to help students adjust to college life with emphasis on developing effective study skills making wise educational choices and learning appropriate social and personality development. Required of full time beginning students. Offered each semester and in special summer sessions.

PSY 013 Personal Development (3-0)
Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSY 213 Introductory Psychology (3-0)
Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSY 213A Social Psychology (3-0)
The study of individual behavior within the social environment.

PSY 223 Applied Psychology (3-0)
Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSY 223A Child Growth and Development (3-0)
The stages in the process and the physical, social, mental and emotional factors which influence growth and development of children up to adolescence.

Radio/Television

(See also R/TV courses listed in Journalism)

RTV 113 Radio/Television Announcing (3-0)
Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

RTV 123A Audio/Radio Production (2-2)
Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

RTV 123B Television Production (3-3)
Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

RTV 213 Practicum in Electronic Media (3-3)
Lecture and lab instruction and hands-on practice using electronic media.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technicians in diagnostic medical radiography. The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital, Mother Frances Hospital, the University of Texas Health Center and other assigned affiliates under the direction of radiologists, directors of radiology

departments and clinical educators.

The minimum time for program completion is 24 months. A minimum grade of 75 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

XRT 112 Methods of Patient Care (2-0)
Includes nursing procedures and techniques used in general care of patients.
Prerequisite: Admittance to program.

XRT 113 Radiologic Technology I (3-4)
An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.
Prerequisite: Admittance to program.

XRT 113C Clinical Education I (3-16)
Clinical participation in routine radiographic, darkroom, office procedures and use and care of equipment.
Prerequisite: Admittance to program.

XRT 116S Clinical Education III (2-35)
Continuation of Clinical Education II with completion of competencies involving general radiography.
Prerequisite: XRT 123C.

XRT 123A Radiologic Technology II (3-4)
A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.
Prerequisite: XRT 113.

XRT 123C Clinical Education II (3-16)
A continuation of Clinical Education I. Clinical rotations in general radiography and assistance with contrast media studies.
Prerequisite: XRT 113C.

XRT 211 Clinical Education IV (1-27)
A continuation of Clinical Education III with rotations in areas of specialization.
Prerequisite: XRT 116S.

XRT 212S Seminar (3-0)
Discussion of medical radiography subject areas and preparation of student for employment interviews.
Prerequisite: XRT 223A.

XRT 213A Radiobiology and Protection (3-0)
A study of radiation protection and radiation biology.
Prerequisite: PHY 123.

XRT 213C Radiologic Technology III (3-0)
A continuation of Rad Tech II including special procedures and advanced radiographic exposure.
Prerequisite: XRT 123A.

XRT 216S Clinical Education VI (2-35)
A continuation of Clinical Education V and completion of all competencies.
Prerequisite: XRT 221.

XRT 221 Clinical Education V (1-27)
A continuation of Clinical Education IV.
Prerequisite: XRT 211.

XRT 221A Department Administration (1-0)
Organization, function, supervision and financial arrangements of radiology department.
Prerequisite: Concurrent enrollment in XRT 222.

XRT 222 Quality Assurance (2-0)
An introduction to evaluation methods for assuring consistency in radiography.
Prerequisite: XRT 213C.

XRT 222A Pathology (3-0)
Concepts of disease as it relates to radiographic procedures.
Prerequisite: XRT 123A.

XRT 223A Radiologic Technology IV (3-0)
A continuation of Radiologic Technology III including advanced positioning, ethics, and the legal aspects of the profession.
Prerequisite: XRT 213C.

Reading

NOTE: An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

RDG 011R Reading Laboratory (1-2)
Designed to improve proficiency in reading comprehension, rate, word recognition and vocabulary development. (Taken concurrently with RDG 013R)

RDG 013R Developmental Reading I (3-0)
Improving **basic** reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying local reading placement test scores.)

RDG 013S College Study Skills (3-0)
Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

RDG 023R Developmental Reading II (3-0)
Improving **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.
(Required of students who do not present qualifying local reading placement test scores.)

RDG 033R Developmental Reading III (3-0)
A continuation of **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

RDG 041R Reading Review (1-0)
Review and practice of reading skills including study of vocabulary, main idea and support, author's intent, organization of ideas, critical reasoning, and study skills.
Prerequisite: Consent of program director.

RDG 113D Advanced Reading (3-0)
Emphasizes the increased development of speed and comprehension skills in reading.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

REC 112L Tennis Teaching Lab I(0-15)
On-court teaching skills with an emphasis placed on individual lessons.

REC 112S Summer Tennis Experience (2-0)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

REC 113A Scientific Approach to Tennis Teaching (3-0)
An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

REC 113S Tennis Seminar I (3-0)
A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

REC 114S Summer Tennis Experience (1-39)
Designed to train students for their approved, tennis-related summer work.

REC 122L Tennis Teaching Lab II (0-15)
Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills.

REC 123 Individual Tennis Instruction (3-0)
A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

REC 123G Group Dynamics of Tennis Instruction (3-0)
Designed to acquaint the tennis professional with the infinite variables in teaching, programming and handling groups. Includes preparation for USPTR certification.

REC 123S Tennis Seminar II (3-0)
A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

REC 213C Tennis Camp and Club Management (3-0)
The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

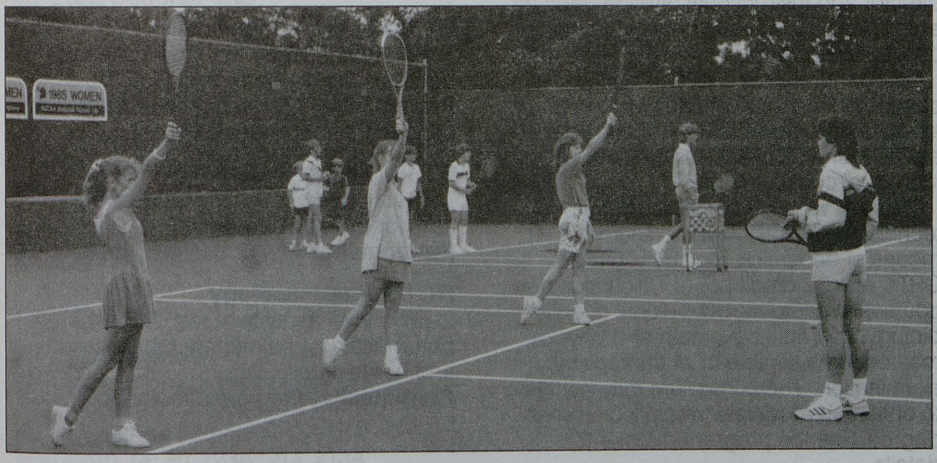
REC 212L Tennis Teaching Lab III (0-15)
Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as an emphasis of personal playing skills.

REC 213S Tennis Seminar III (3-0)
An emphasis placed on sport science; including sport psychology, physical conditioning, injury prevention and motor learning.

REC 222L Tennis Teaching Lab IV (0-15)
A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis professional.

REC 223E Contemporary Concepts in Tennis Instruction (3-0)
Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

REC 223S Tennis Seminar IV (3-0)
A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.



Tennis Camp serves as a tennis teaching laboratory for "Tennis Tech" students.

Respiratory Therapy 8025

(Cardiopulmonary Technology)

Respiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a certificate of proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 22.5-month program graduates a student with an associate in applied science degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the registry curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom, laboratory and supervised hospital experiences. The certificaton and registry programs have full accreditation from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit the registry examination. The curriculum may be taken to obtain an associate in applied science degree. See the program director for details.

Selected respiratory courses are periodically offered in the evening.

All required courses of the Respiratory Therapy curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

RT 112 Cardiopulmonary Anatomy and Physiology I (2-1)
Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.
Prerequisite: Program director's approval.

RT 112C Clinical Experience I (0-32)
A continuation of RT 123.
Prerequisite: RT 121, 122, 123, 123A and 124.

RT 112L New Technology Seminar I (7-0)
Integration of respiratory care procedures and theory applied to clinical situations and new respiratory care technology.
Prerequisite: RT 121, 122, 123, 123A and 124.

RT 113 Basic Skills (3-0)
Basic scientific concepts related to respiratory care.
Prerequisite: Program director approval.

RT 114 Clinical Orientation (3-12)
Theory, clinical application of basic respiratory care procedures and responsibilities.
Prerequisite: Admittance to program and concurrent enrollment in RT 114A.

RT 114A Technology I (3-4)
Theory and laboratory application of basic respiratory care procedures.
Prerequisite: Admittance to program and concurrent enrollment in RT 114.

RT 121 Pediatric Care (1-0)
Theory and application of respiratory care for pre-adult patients.
Prerequisite: RT 112, 114 and 114A.

RT 122 Pharmacology
Entry level aspects of respiratory care pharmacology, pulmonary rehabilitation and home care.
Prerequisite: Program director approval.

RT 122C Clinical Experience II (0-32)
A continuation of RT 112C.
Prerequisite: RT 121, 122, 123, 123A, 124, 112L and 112C.

RT 122L New Technology Seminar II (7-0)
A continuation of RT 112L.
Prerequisite: RT 121, 122, 123, 123A, 124, 112L and 112C.

RT 123 Clinical Laboratory (0-16)
A continuation of RT 114.
Prerequisite: RT 114, 114A and concurrent enrollment in RT 124.

RT 123A Pathology (3-0)
Theory and application of respiratory care related to diseases.
Prerequisite: RT 112, 114 and 114A.

RT 124 Technology II (3-4)
A continuation of RT 114A.
Prerequisite: RT 112, 114 and 114A. Concurrent enrollment in RT 123.

RT 213 Clinical Practice I (0-16)
A continuation of RT 123 and 112S with emphasis on advanced-level application of respiratory care procedures.
Prerequisite: RT 123, 115S and 125S or graduate from certification program. Concurrent enrollment in RT 214 and RT 213A.

RT 213A Advanced Cardiopulmonary Topics (3-0)
Advanced-level respiratory care topics.
Prerequisite: RT 122, 123A and 124.

RT 213B Seminar and Care Planning (3-0)
Advanced-level respiratory care topics and care plans.
Prerequisite: RT 223.

RT 214 Technology III (3-3)
Advanced technology.
Prerequisite: RT 112S and 124 or graduation from certification program.

RT 222 Clinical Practice II (0-8)
A continuation of RT 213.
Prerequisite: RT 213, 214, 213A.

RT 223A Applied Cardiopulmonary Pathology (3-0)
A continuation of RT 123A with advanced-level emphasis.
Prerequisite: RT 123A, 214, 213A.

Sociology

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

SOC 213 Introduction to Sociology (3-0)
Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOC 213A Marriage and Family (3-0)
An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOC 223 Social Problems (3-0)
An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOC 223A Current Issues Sociology (3-0)
An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

SOC 223B Introduction to Social Work (3-0)
Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

SOC 223D Medical Sociology (3-0)
The study of theories relating to death and dying as applied to stress management, crisis management, the sick role, bereavement and adjustment in the social setting.

Speech/Theatre

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

SPH 111F, 121F, 211F, 221F (0-3)
Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

SPH 113C Voice and Diction and Phonetics (3-0)
The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Counts toward both a speech and theatre major.

SPH 123A Oral Interpretation (3-0)
Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms. Counts toward a speech and theatre major and offered every semester.

SPH 113 Public Speaking (3-0)
Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

SPH 113A Introduction to Speech Communication (3-0)
Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPH 113B Speech for Prospective Teachers (3-0)
Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPH 113A and 113B.

SPH 223A Business and Professional Speaking (3-0)
Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPH 213I Interpersonal Communication (3-0)
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

Theatre Courses

THE 123B Fundamentals of Acting (2-4)
Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

THE 123C Introduction to Technical Production (3-3)
A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

THE 123M Makeup (3-0)
Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

THE 213A Introduction to the Theatre (3-0)
An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre methodology in acting, directing, scene design and lighting.

THE 213B Acting II (2-4)
A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

THE 113W-123W Theatre Workshop (3-0)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.

Surveying

Students successfully completing this program receive the associate in applied science degree.

Surveying at Tyler Junior College was initiated at the request of land surveyors in the East Texas area. The courses offered are designed to teach the students the basic elements of surveying theory and fulfill the required 32 hours of surveying courses for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. Other phases of surveying taught are mapping, route surveying, control surveying, GPS, and electronic data collection.

SUR 113 Introduction to Surveying (3-0)
An overview of the surveying industry and introduction to surveying equipment; emphasis on leveling, measuring horizontal distances and topographic mapping.
Prerequisite: Concurrent enrollment in SUR 113A.

SUR 113A Surveying Measurements Practice (2-4)
The methods of measurements, measurement equipment and recording of survey data in a field notebook.
Prerequisite: Concurrent enrollment in SUR 113.

SUR 113B Surveying Calculations I (3-0)
Fundamentals of coordinate geometry and application to mapping; theory of mistakes and errors; introduction to Manual of Practice, and introduction to algebraic and reverse Polish notation calculators.
Prerequisite: Concurrent enrollment in SUR 113A.

SUR 113C Theory of Survey Measurement (3-0)
This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SUR 113, its companion lab SUR 113A, and SUR 113C.

SUR 123 Land Surveying (3-0)
Land history of Texas, public domain, public lands of the United States and boundary retracement.
Prerequisite: Concurrent enrollment in SUR 123A.

SUR 123A Land Surveying Practice (2-4)
Theory and practical use of the EDM and theodolite surveying equipment, field to finish data collection with electronic data collector, and setting up a boundary traverse.
Prerequisite: Concurrent enrollment in SUR 123.

SUR 123B Surveying Calculations II (3-0)
Application of coordinate geometry to survey traverses, introduction to error analysis, traverse adjustment and calculation of areas.
Prerequisite: Concurrent enrollment in SUR 123.

SUR 123C Application of Coordinate Geometry (3-0)
Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SUR 123, its companion lab SUR 123A, and SUR 123C.

SUR 213 Topographic Surveying and Mapping (3-0)
Theory and field methods for determining a true meridian through field astronomy, state plane coordinates, G.P.S. and mapping.
Prerequisite: Concurrent enrollment in SUR 213A.

SUR 213A Field Mapping Practice (2-4)
A study of planimetric and topographic maps, polaris observations, solar observations, dendrology, photogrammetry, G.P.S. and triangulation station recovery.
Prerequisite: Concurrent enrollment in SUR 213.

SUR 213C Control Surveying (3-0)
Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SUR 213, its companion lab SUR 213A, and SUR 213C.

SUR 223 Route Surveying (3-0)
Theory methods of surveying for highway routes, pipelines, utility and waterway construction and site stakeout.
Prerequisite: Concurrent enrollment in SUR 223A.

SUR 223A Route Surveying Practice (1-4)
In depth field practice of surveying procedures for route construction, design, calculation and stakeout.
Prerequisite: Concurrent enrollment in SUR 223.

SUR 223B Legal Principles I (3-0)
A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas; emphasis on record search and preparation of a deed record sketch.

SUR 223C Construction Survey (3-0)
This course covers theory methods of surveying for highway routes, pipelines, utility lines and waterway construction. For experienced surveyors only. Students may not receive credit for both SUR 223, its companion lab SUR 223A, and SUR 223C.

SUR 223D Legal Principles II (3-0)
Legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; General Land Office research; and a review of boundary law cases.

Fun, friends and good times are a regular feature at the Student Senate dances.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry.

Upon successful completion of the program the student will receive an associate in applied science degree.

WLD 113B Blueprint Reading for Welding (3-0)

Terms and definitions, lines, views, print format, types of fabrication prints, with emphasis on identification of welding symbols.

WLD 113C Introduction to Arc Welding (2-4)

Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.

WLD 113O Oxy-acetylene Welding and Cutting (2-4)

An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

IND 113S Industrial Safety and Hygiene (3-0)

A study of safety and hygiene in the industrial environment including contaminants, hazardous materials, noise, fire, smoke, radiation, electricity, rigging and corrosives with an overview of the Occupational Safety and Health Act (OSHA).

WLD 123C Advanced Arc Welding (2-4)

A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.
Prerequisite: WLD 113C.

WLD 123G Introduction to GMAW (MIG) and FCAW (FLUX CORE) (2-4)

Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.
Prerequisites: WLD 113A, WLD 113O.

WLD 124 Survey of Industrial Welding (2-7)

An introduction to welding procedures including oxy/acetylene, arc, and MIG & TIG as applicable to the industrial/commercial setting.

WLD 213A Introduction to Pipe Welding (2-4)

Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.
Prerequisites: WLD 113O, WLD 113C, WLD 123C.

WLD 213T Introduction to GTAW (TIG) (2-4)

Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.
Prerequisites: WLD 113O. WLD 113A, WLD 123A.

WLD 223A Advanced Pipe Welding (2-4)

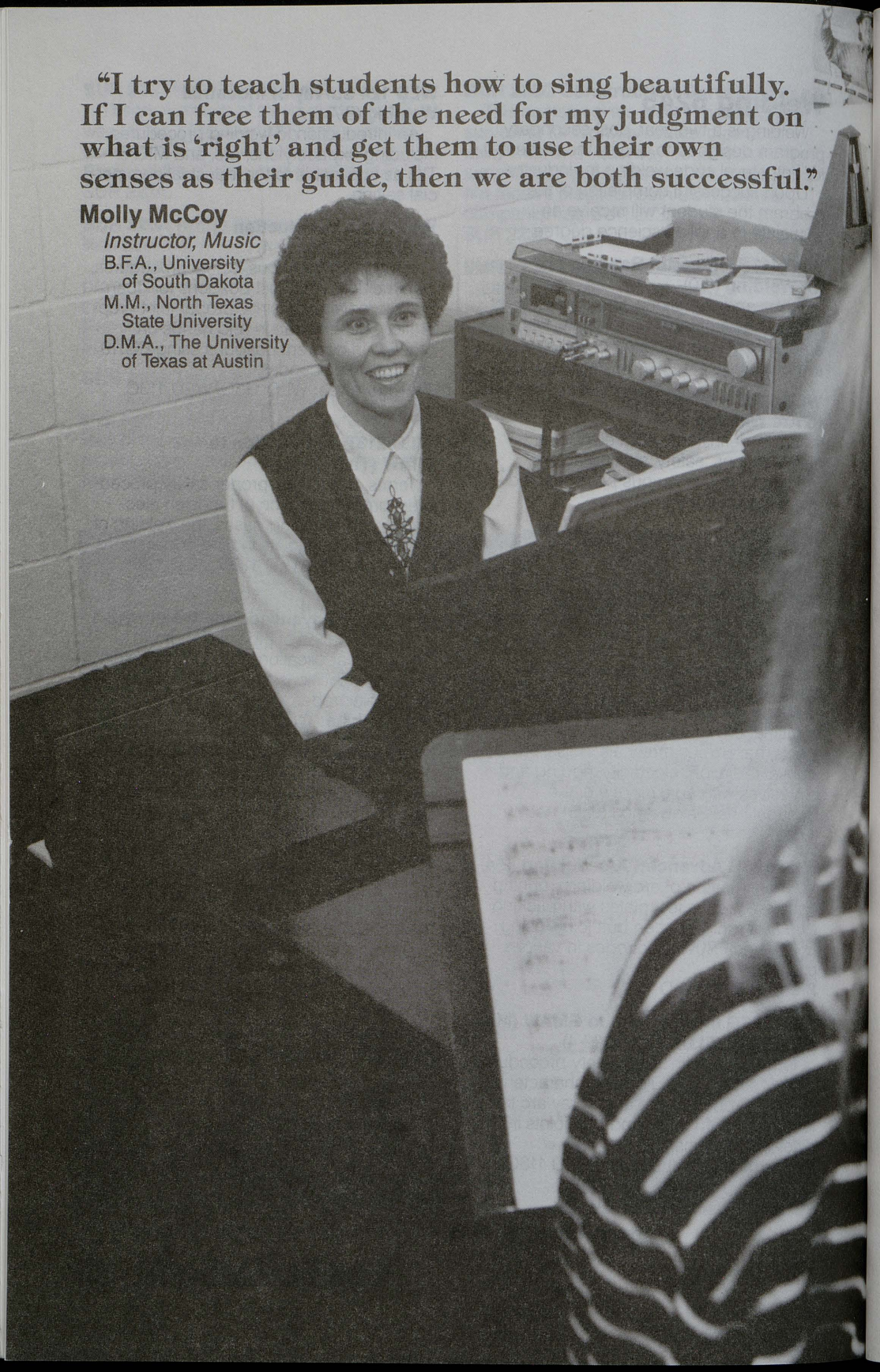
A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.
Prerequisite: WLD 213A.

WLD 223G Advanced GMAW (MIG) and FCAW (FLUX CORE) (2-4)

A continuation of WLD 123G, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions using hard and tubular wire.
Prerequisites: WLD 123G, WLD 213A.

WLD 223T Advanced GTAW (TIG) (2-4)

A continuation of WLD 213T emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.
Prerequisites: WLD 213T, WLD 213A or concurrent enrollment.



"I try to teach students how to sing beautifully. If I can free them of the need for my judgment on what is 'right' and get them to use their own senses as their guide, then we are both successful."

Molly McCoy

Instructor, Music

B.F.A., University of South Dakota

M.M., North Texas State University

D.M.A., The University of Texas at Austin

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B.S., Lamar University
M.S.T., University of Arizona

M'Liss Stewart Hindman
Instructor, Speech
B.A., Texas Tech University
M.A., University of Houston

Lynnette Hobbs
Instructor/Director, Medical Laboratory Technician
B.S., Baylor University
M.S., East Texas State University

Martha Hogan
Instructor, Mathematics/Director Computer Learning Services
B.S., Iowa State University
M.S., The University of Texas at Tyler

Loretta Holbrook
Instructor, English
B.S., M.A., Stephen F. Austin State University

Herman Hubbard
Instructor, Graphic Arts/Photography
B.S., The University of Texas at Tyler

Mack C. Hughes
Instructor/Director, Dental Hygiene
B.S., M.S., Stephen F. Austin State University
D.D.S., Baylor University College of Dentistry

Margaret L. Hussey
Instructor, Legal Assistant
A.A., Tyler Junior College
B.B.A., M.B.A., Stephen F. Austin State University
J.D., Baylor University Law School

Jeanne E. Ivy
Instructor, Psychology
A.A., Tyler Junior College
B.A., Stephen F. Austin State University
M.S., The University of Texas at Tyler

Marie Jackson
Instructor/Director, Associate Degree Nursing
B.S.N., Baylor University
M.Ed., Texas Eastern University/ University of Texas at Tyler

Charles N. Johnson
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B.A., M.Ed., East Texas State University
Ph.D., The University of Texas at Austin

Susan M. Johnston
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A.A., Tyler Junior College
B.S., The University of Texas at Austin
M.Ed., The University of Texas at Tyler

Joan Jones
Instructor/Director, Legal Assistant, Medical Office Management and Office Technology
B.A., Tennessee Technological University
M.B.E., Stephen F. Austin State University

Peter E. Jones
Instructor, History/Soccer Coach
B.S., M.A., Tennessee Technological University
Ph.D., University of Oklahoma

Gary Jordan
Director, Apache Band
B.M., M.A., Stephen F. Austin State University

Elton Wayne Keith
Instructor, History
B.A., M.A., Baylor University
M.A., Peabody College

Johnnye Kennedy
Director, Library Services
B.A., M.L.S., Texas Woman's University

Marshella Kersh
Instructor, Computer Science
A.A.S., Tyler Junior College
B.S., The University of Texas at Tyler

Edward C. Ketchum
Instructor, Drafting
B.S., Southeastern State College
M.E., East Texas State University

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Instructor, Government
B.A., National University of Iran
M.A., Tehran University
Ph.D., University of North Texas

Franklin Kimlicko
Instructor, Music
B.M., North Texas State University
M.M., Southern Methodist University

Emogene W. King
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B.B.A., North Texas State University
M.B.A., The University of Texas at Tyler

Jamon Kirby
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B.S., M.S., Stephen F. Austin State University

Ivy Eugene Kirkpatrick
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B.A., Louisiana Tech University
M.Div., Southwestern Baptist Seminary
Ph.D., Texas Christian University

Lou Ann Kuck
Instructor, Dental Hygiene
A.S., Tyler Junior College
B.A.A.S., Stephen F. Austin State University
M.Ed., The University of Texas at Tyler

Jay LaGregs
Instructor, Business Administration
B.A., California State University
M.A., Assumption College
M.B.A., University of Texas at Tyler

Nancy Laird-Li
Instructor, Physical Education
B.A., Southern Methodist University
M.A., Ed.D., University of Houston

Marsha Anne Layton
Instructor, Geology
B.S., M.A., Baylor University

Kate Leard
Counselor
B.S., Southwest Texas State University
M.S., The University of Texas at Tyler

David J. Ligon
Instructor, Government
B.S., Portland State College
M.A., Eastern New Mexico University

Linda Ludovico
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A.S., Tyler Junior College
B.S., M.S., The University of Texas at Tyler

Kenneth M. Luke
Counselor/Director of Testing
B.S., Nicholls State University
M.S., Northeast Louisiana University

Molly McCoy
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B.F.A., University of South Dakota
M.M., North Texas State University
D.M.A., The University of Texas at Austin

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Instructor, Legal Assistant
A.A., Frank Phillips College
B.A., University of Oklahoma
J.D., Texas Technological School of Law

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A.A.S., Tyler Junior College
B.S., The University of Texas at Tyler

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Instructor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas Medical Branch, Galveston

Ben P. McPherson
Instructor/Director, Industrial Trades
A.A.S., Tyler Junior College
B.A., Wayland Baptist University
M.S., East Texas State University

Charles W. Mancil
Instructor, Physical Education/ Women's Basketball Coach
A.A., South Georgia College
B.S., M.Ed., Valdosta State College

Larry Marta
Instructor, Music
B.M., East Texas State Baptist University
M.A., The University of Texas at Tyler

Jefferson H. Martin
Instructor, Mathematics
B.S.E., Southern State College
M.A., University of Arkansas

JoAnn Martin
Instructor, Radiologic Technology
B.S., M.S., The University of Texas at Tyler

Joyce A. Martin
Instructor, Vocational Nurse Education
A.A.S., Tyler Junior College
B.S.N., M.S., The University of Texas at Tyler

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B.S., Texas A&M University
M.S., East Texas State University

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B.S., M.S., East Texas State University

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Instructor, Dental Hygiene
B.S., M.S., The University of Texas at Tyler

Robert E. Meyer
Instructor, Management
B.B.A., East Texas State University

Adelia "Dee" Miller
Instructor/Director, Vocational Nurse Education
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Ann Davis Miller
Instructor, Art
B.A., M.A., Stephen F. Austin State University

Diane W. Morris
Instructor, Computer Science
B.A., The University of Texas at Austin
M.S., The University of Texas at Tyler

George K. Mueller
Instructor, Music
B.Ph., University of Chicago
B.M., M.M., American Conservatory of Music

Joan S. Muller
Instructor, English
B.A., McMurry College
M.A., Texas Tech University

Steven L.Nelms
Instructor, Choral Music and Private Voice
A.A., Tyler Junior College
B.M., Tarleton State University
M.M.Ed., Angelo State University

Judy Gayle Newman
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B.S., M.S., East Texas State University

Monty Lee Newman
Instructor/Director, Drafting, Engineering Drawing and Surveying Technologies
B.S., M.Ed., East Texas State University

Lylith Nicholson
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B.S.N., University of Texas at Tyler
M.S.N., Texas Woman's University

Margie Noel
Instructor, History
B.A., Austin College
M.A., Tulane University

Rheyburn Parrish Nolan
Instructor, Economics
B.S., M.P.A., North Texas State University

J. Ashton Oravetz, III
Instructor, Business
B.B.A., M.B.A., The University of Wisconsin, Madison

Margaret Ott *Instructor, Biology*
B.S., M.S., University of Alabama

Judith Anne Parks
Instructor/Director, Biology
B.A., Houston Baptist College
M.S., Stephen F. Austin State University

Gloria Peggram
Instructor, English
B.A., East Texas Baptist College
M.A., Stephen F. Austin State University

Beverly Ann Perkins
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B.A., Texas Tech University
M.A., East Texas State University

Robert Peters III
Instructor, History/Government
B.A., Texas Christian University
M.A., Stephen F. Austin State University
Ph.D., The University of Texas at Austin

John E. Peterson
Instructor, Physical Education/ Tennis Coach (Men and Women)
B.A., Buena Vista College (Iowa)

Larry M. Pilgrim
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B.S., M.S., East Texas State University

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A.S., Tyler Junior College
B.S., M.S., The University of Texas at Tyler

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B.M., North Texas State University
M.A., Stephen F. Austin State University

Patsy Ross
Assistant Librarian, Technical Services
B.S., Murray State University
M.L.S., University of Alabama

James F. Rozell
Instructor/Director, Ornamental Horitculture
B.A., Austin College
M.S., North Texas State University

Frank Rucker
Instructor, Farm and Ranch Management
B.S., M.Ed., East Texas State University

Leo Slaton Rudd, Sr.
Instructor, Psychology
B.A., William Jewell College
M.Ed., East Texas State University

Willard N. Satterwhite
Instructor, Mathematics
B.S.E., Arizona State University
M.S., Troy State University

Roland Schick
Instructor/Director Health and Physical Education
B.A., Oberlin College
M.A., University of Akron

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Instructor, Physical Education/ Assistant Football Coach
A.A., Tyler Junior College
B.S., The University of Texas at Austin
M.A., Southwest Texas State University

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B.S., M.S., East Texas State University

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M.S., The University of Texas at Tyler

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B.S., Southwest Texas State University
M.A., Stephen F. Austin State University

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Instructor/Director, Recreation Leadership
B.S., Pan American University

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M.A., The University of Texas at Tyler

B. Joe Staples
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B.S., M.S., East Texas State University

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M.A., Northeast Louisiana University
Ed.D., East Texas State University

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B.A., Austin College
Ph.D., The University of Texas at Austin

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B.S., University of Houston
M.S., The University of Texas at Tyler
CPA, State of Texas

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Instructor, Speech/Theatre
B.S., M.S., East Texas State University

H. Larry Stripling
Instructor, Biology
B.S., Louisiana Polytechnic Institute
M.S., Florida State University

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Instructor, Mathematics
B.S., M.S., East Texas State University

Roy C. Thomas
Instructor, Physical Education/ Men's Basketball Coach
B.S., M.S., Baylor University

Janet Tracey
Instructor/Clinical Coordinator, Respiratory Therapy
B.A., Miami University
Respiratory Therapy Certificate, Kettering Medical Center

Judith G. Turman
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B.A., M.A., The University of Texas at Austin

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B.S.N., The University of Texas at Houston
M.S., The University of Texas at Tyler

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B.A., The University of Texas at Austin

Pamela Wade
Instructor, Dental Hygiene
B.S., Baylor University
M.S., Stephen F. Austin State University

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Instructor, Astronomy/Director, Hudnall Planetarium
B.A., Southwestern Adventist College
M.A.T., M.A., The University of Texas at Arlington

Larry R. Walker
Instructor, Mathematics
A.B., Franklin and Marshall College
M.A., Michigan State University

Lonnie Kevin Wall
Instructor, Chemistry
B.S., Texas Wesleyan University
M.S., Baylor University

Charline H. Wallis
Instructor/Director, Art
B.A., M.A., Stephen F. Austin State University

Nancy A. Wardlow
Instructor/Clinical Coordinator, Radiologic Technology
B.S., Western Michigan University

Nell F. Warren
Instructor, Management
B.B.A., Sam Houston State University

Joy M. Watson
Instructor/Director, Behavioral Sciences
B.A., M.A., East Texas State University

Stanley H. Watson
Instructor, History
B.S., M.A., Stephen F. Austin State University

Deborah Welch
Instructor, Fashion Merchandising and Retailing
B.S., M.A., Texas Woman's University

Paul R. Weskamp
Instructor/Director, Respiratory Therapy
A.S., University of Albuquerque
B.S., University of New Mexico, Albuquerque
M.S., Pittsburg State University

John Richard Wheat
Instructor, Mathematics
B.S., Stephen F. Austin State University
M.S., The University of Mississippi
Ed.D., East Texas State University

James David Wicks
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B.S., M.S., Southwest Texas State University

Anne Williams
Assistant Librarian Cataloging
B.A., M.L.S., Sam Houston State University

Melinda C. Williams
Instructor, Associate Degree Nursing
B.S.Ed., Oklahoma Christian College
BSN, M.S., University of Oklahoma
MS, Texas Woman's University

M.S., Patti Williams
Instructor, Surveying
A.A.S., Tyler Junior College

Audrey J. Woods
Instructor, Physical Education
B.S., Texas Southern University
M.Ed., East Texas State University

Delton Wright
Instructor, Physical Education/ Head Football Coach
B.S., M.Ed., East Texas State University

Jimmy D. Yancy
Instructor, English
B.A., M.A., Stephen F. Austin State University

Radiance Young
Instructor, English
B.S., Sam Houston State University
M.A., George Peabody College

Linda K. Zeigler
Instructor/Director, Journalism; Director, Student Publications
B.S., M.J., The University of Texas at Austin

Adjunct Faculty

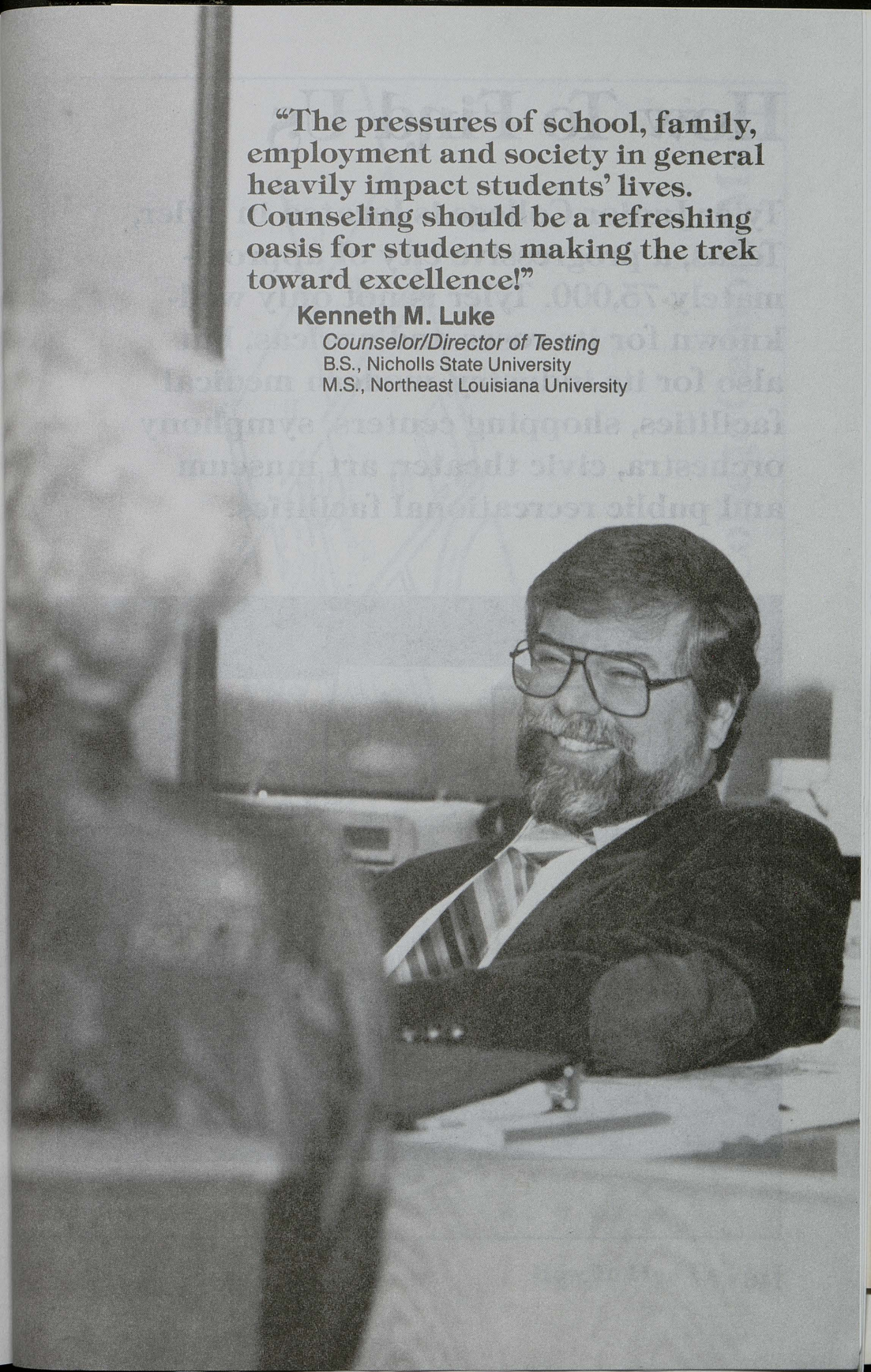
James A. Anderson, M.D.
Medical Director, Radiologic Technology
B.S., University of Wisconsin
M.D., University of Wisconsin Medical School

Virgil V. Gonzales, M.D.
Medical Director
Medical Laboratory Technology
B.A., M.D., University of St. Thomas, Manila, Philippines

Ted Gould, M.D.
Medical Director, Emergency Medical Technology
B.S., M.D., University of Toronto

William L. Moore, M.D.
Medical Director, Emergency Medical Technology
B.A., Baylor University
M.D., University of Texas Medical School at Houston

James M. Stocks, M.D.
Medical Director, Respiratory Therapy
B.S., Texas A&M University
M.D., The University of Texas Southwestern Medical School at Dallas



"The pressures of school, family, employment and society in general heavily impact students' lives. Counseling should be a refreshing oasis for students making the trek toward excellence!"

Kenneth M. Luke

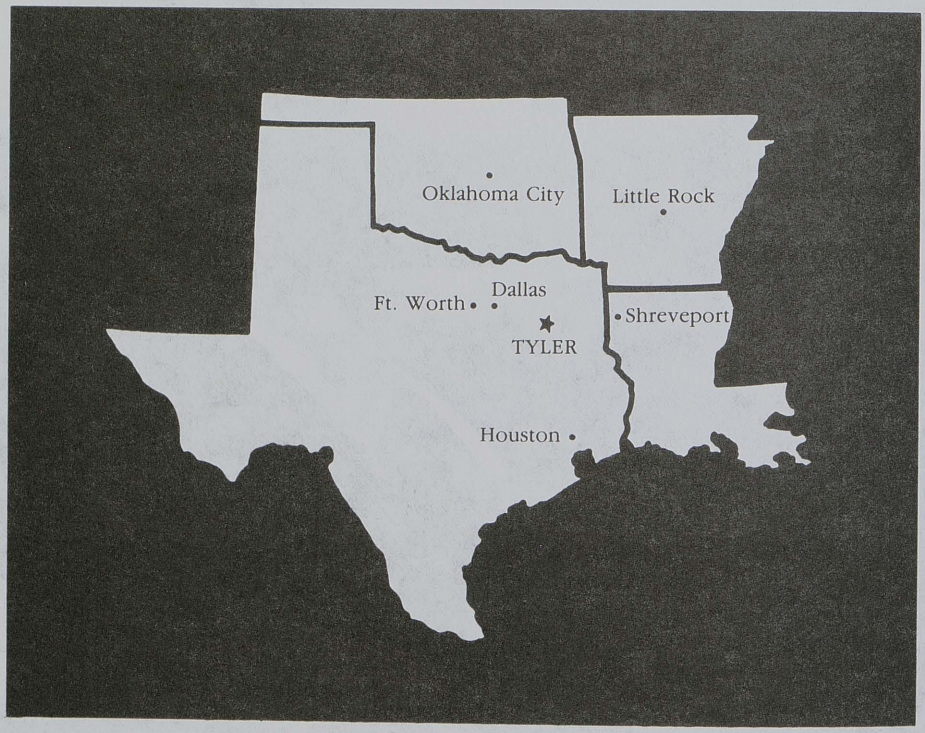
Counselor/Director of Testing

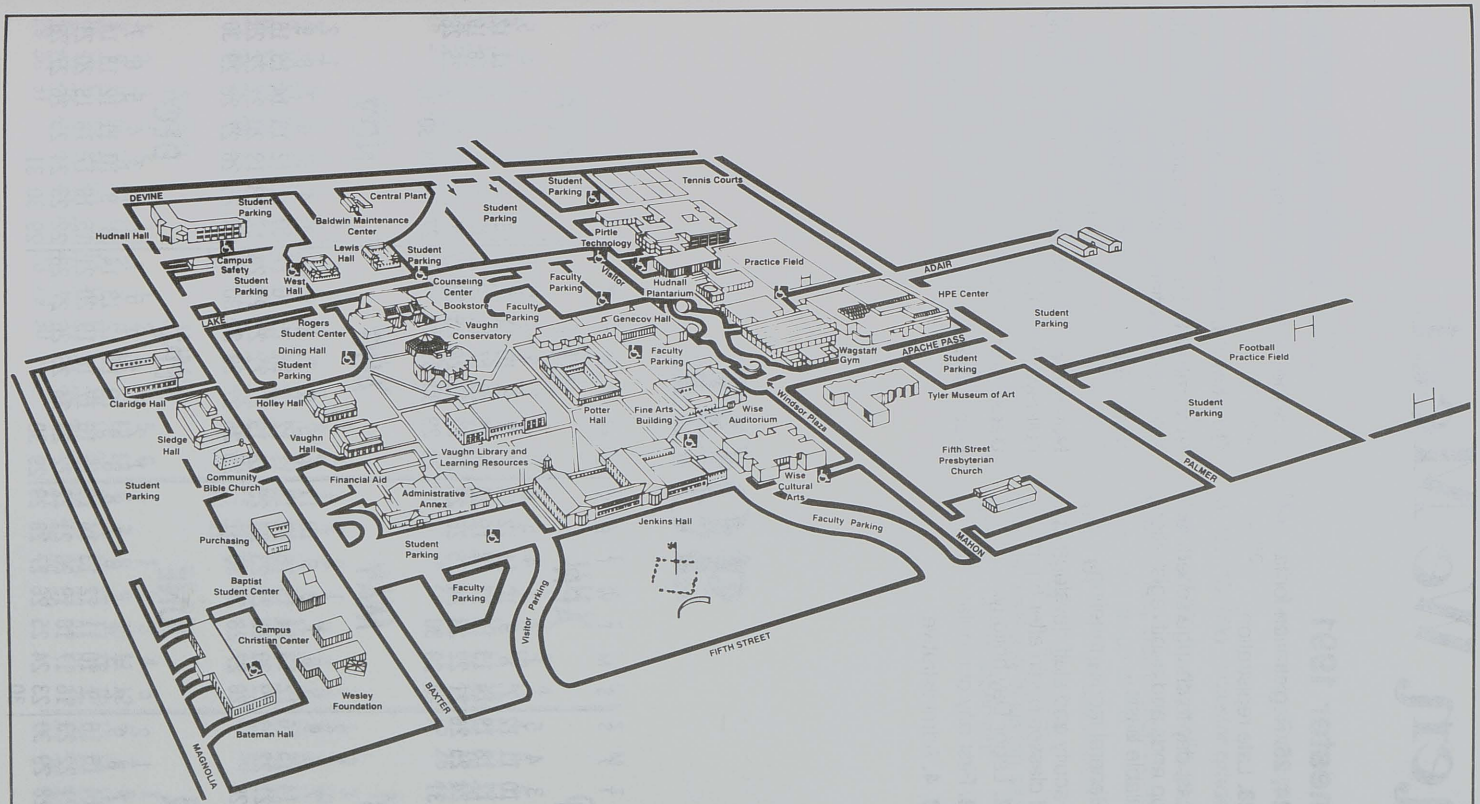
B.S., Nicholls State University

M.S., Northeast Louisiana University

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 75,000. Tyler is not only well-known for its roses and azaleas, but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.





Tyler Junior College Campus Map

When We Meet

Fall Semester 1991

August 23, 24, 26. Registration for fall.

August 27, 28. Late registration, drops/adds.

August 28. Last day to change schedule, late registration ends and audit registration on space available basis.

August 29. General faculty meeting.

August 30. Faculty and staff development day, weekend classes begin after 5 p.m.

September 2. Labor Day holiday.

September 3. First day of regular classes.

September 3, 4. Administrative adds/drops.

October 1. Last day to apply for fall degree.

October 28. Mid-semester grades due.

November 8. Last day to drop course with automatic grade of "W".

November 27. Classes dismissed at 5:00 p.m. to begin Thanksgiving holidays.

November 28-December 1. Thanksgiving holidays (inclusive).

December 16-19. Final exams.

December 20. Last day of fall semester.

1991

JAN

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Spring Semester 1992

January 10, 11, 13. Registration for spring.

January 14, 15. Late registration, drops/adds.

January 15. Last day to change schedule, late registration ends and audit registration on space available basis.

January 16. General faculty meeting.

January 8. Faculty and staff development day, weekend classes begin after 5 p.m..

January 20. First day of regular classes.

January 20, 21. Administrative drops/adds.

March 2. Last day to apply for a spring degree.

March 16. Mid-semester grades due.

March 21-27. Spring holidays (inclusive).

April 3. Last day to drop course with automatic grade of "W".

April 17. Good Friday holiday.

May 11-14. Final exams.

May 15. Last day of spring semester.

May 16. Commencement.

1992

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JUNE

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JULY

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SEPT

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OCT

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DEC

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Summer Session I, 1992

June 1. Registration for first session.

June 3. Classes begin for first session (Most classes meet Monday through Friday).

June 3, 4. Late registration.

June 4. Audit registration on space available basis and last day to change schedule.

June 22. Last day to drop course with an automatic grade of "W".

June 30. Final exams for first session.

July 1. All grades due in registrar's office.

Summer Session II, 1992

July 6. Registration for second session.

July 8. Classes begin for second session.

July 8, 9. Late registration.

July 9. Audit registration on space available basis and last day to change schedule.

July 27. Last day to drop a course with an automatic grade of "W".

August 4. Final exams for second session.

August 5. All grades due in registrar's office.

1992

JAN

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MAR

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APR

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JUNE

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JULY

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NOV

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Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Admissions Application

Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

Social Security No._____

Name_____ Sex_____
Last First Middle Maiden

Permanent Address_____ _____
Box or Street Number Area Code—Phone No.

_____
City State Zip Code County

*Birth Date_____ Place_____
Month Day Year City State

*Race: (1) ☐ American-White (3) ☐ American-Spanish Surname (5) ☐ American Indian
(2) ☐ American-Black (4) ☐ American Oriental (6) ☐ Alien

Information required for reports, and will be used for statistical purposes only.

Name of High School Attended_____ Graduation Date_____

City and State of High School_____

Have you ever attended Tyler Junior College? ☐ Yes ☐ No

Name(s) under which attended_____

DATE OF LAST ATTENDANCE AT TJC:_____

COLLEGE RECORD:

List all colleges or universities, including TJC, you have attended.

School	City and State	Attendance Dates	Sem. Hours Completed

Semester last attended: (1) ☐ Fall (2) ☐ Spring (3) ☐ Summer Summer Year_____

Do you plan to receive a degree or certificate from Tyler Junior College? ☐ Yes ☐ No

WHAT WILL BE YOUR MAJOR?_____
(If taking only one course please list that course)

What is your primary reason for attending TJC?

☐ Earn a two-year degree (1)
☐ Earn credit to apply to a four-year degree (2)
☐ Earn a certificate of proficiency (3)
☐ Personal enrichment (4)
☐ Get a job (5)
☐ Improve skills needed in current job (6)
☐ Get a better job (7)
☐ Maintain licensure (8)
☐ Other (9) _____

Are you a homemaker who has cared for the home and/or family without pay and as a result needs training to enter the job market?
☐ Yes ☐ No

Are you a single parent who is separated, divorced, or widowed and who has separate or joint custody for one or more minor children?
☐ Yes ☐ No

1. TEXAS ACADEMIC SKILLS PROGRAM (TASP)
   Tests Taken? ☐ Yes ☐ No
   Scores requested for TJC? ☐ Yes ☐ No Date_____
   TASP scores: Reading_____ Date Taken_____
   Writing_____ Date Taken_____
   Math_____ Date Taken_____
2. TASP EXEMPTION:
   Are you EXEMPT from TASP? ☐ Yes ☐ No

(Complete other side)

DO NOT LEAVE THIS SECTION BLANK.
THE INFORMATION DETERMINES LEGAL RESIDENCE.

To verify residency, attach a COPY (do not sent original) of at least one of the following: (1) **high school transcript,** if you graduated during the preceding 12 months; (2) **Texas drivers license,** if valid during the preceding 12 months; (3) **Texas voter registration card,** if valid during preceding 12 months; (4) **property tax receipts, utility bills,** or **other documents** that clearly show your residence at least 12 months ago.

List **ONE** of the following:

1. Legal guardian or parents, if under 21_____

2. Spouse _____

3. Self_____

4. Other (explain)_____

Address of person(s) listed above (if address is the same as on other side, information must be repeated here)

_____
Address City State Zip Code

Telephone Number_____
Area Code Telephone Number

*How long has person listed resided at this address?*_____

If LESS THAN 12 MONTHS, give city and state of prior residence(s) for previous 12 months:

(1)_____From:_____to:_____

(2)_____From:_____to:_____

Is spouse on active military duty in Texas? ☐ Yes ☐ No

Name of spouse:_____

Are you a legal resident of the TJC District? ☐ Yes ☐ No ☐ Out of State ☐ Alien
(District is composed of Tyler*, Chapel Hill*, Grand Saline, Lindale, Van*, Winona)
**Portions are not in TJC District*

Are you a U.S. citizen? ☐ Yes ☐ No If no, complete the box below:

To be completed by non-U.S. citizens ONLY:
Country of citizenship_____ Country of birth_____
List the number of years you attended the following schools:
Elementary ( ) Secondary ( ) College/University ( )
Have you been granted a permanent resident status? ☐ Yes ☐ No
If yes, list your number_____
Are you requesting an I-20? ☐ Yes ☐ No If yes, attach your Toefl score and affidavit of support.

Check if you would like information on the following: ☐ Financial Aid ☐ Services for the Disabled

Date you plan to enter Tyler Junior College_____
Semester Year

Classification: ☐ Freshman ☐ Sophomore ☐ Graduate

When you enroll, will you live: (1) ☐ at home
(2) ☐ in off-campus housing
(3) ☐ in residence hall
(If so, a residence hall application must be completed)

Are you now on probation? ☐ Yes ☐ No Are you now on suspension? ☐ Yes ☐ No

I understand the requirements for classification as an in-district, out-of-district, or out-of-state resident for tuition purposes and I affirm by my signature below that to the best of my knowledge and belief I am eligible to be classified as designated above, and that all other information on this form is true and correct. Any falsification of this information will cause my status to be reviewed, with possible dismissal.

Signature_____ Date_____

(Complete other side)

Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

1926 1991

65 alive